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Personnel



MILITARY PERSONNEL RECORDS SYSTEM

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This instruction implements Air Force Policy Directive 36-26, *Military Force Management*, and establishes procedures for the operation of the Military Personnel Records System. It applies to officers and airmen of the United States Air Force who are on extended active duty (EAD), not on EAD, or retired. It contains decision logic tables (DLT) to provide standardized instructions for maintenance and disposition of Air Force military personnel records, and procedures for recording and changing basic identifying data in military records. It tells who is authorized access to Air Force Master Personnel Records (MPerR) and the Master Personnel File (MPerF), how to request access, where information is kept, and procedures for issuance of certificates in lieu of lost or destroyed certificates of separation. Process supplements that affect any military personnel function as shown in Air Force Instruction (AFI) 37-160, volume 1, [Table A3.2](#), *The Air Force Publications and Forms Management Programs--Developing and Processing Publications*.

This publication requires the collecting and maintaining of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this instruction is Title 44, United States Code (U.S.C.), Section 3101, and Executive Order 9397. System of Record Notice FO35 AF MP C, *Military Personnel Records Systems*, applies.

Submit major command (MAJCOM) level publications to Headquarters Air Force Personnel Center, Records Procedures Branch (HQ AFPC/DPSRP), 550 C Street West Ste 19, Randolph AFB TX 78150-4721 for review and approval. See [Attachment 1](#) for references, abbreviations, acronyms, and terms.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision eliminates the need to create and maintain officer command selection records for lieutenants and captains not eligible for promotion to major (paragraph [1.4](#)); updates addresses in [Table A3.2](#);

requires AF Form 10 to be forwarded to HQ AFPC or HQ ARPC on separation ([Table A5.4.](#)); adds requirement to forward medical records to the Department of Veterans Affairs on separation ([Table A6.3.](#), [Table A6.4.](#), [Table A6.5.](#), [Table A6.6.](#), [Table A6.8.](#) and [Table A6.9.](#)); changes requirement for FRGp to be forwarded within 5 calendar days after separation ([Table A6.4.](#), [Table A6.5.](#), [Table A6.6.](#) and [Table A6.9.](#)); and updates [Table A2.1.](#) It implements changes to the retention period of Article 15s placed in the officer selection record (OSR), authorizes the placement of letters of reprimand in the OSR, provides guidance on the removal of Article 15s and LORs from the OSR after an IPZ or APZ promotion consideration, and mandates the filing of letters of admonishment and counseling in an officers' PIF if not placed in the officers UIF. Provides for overseas MPFs to mail the UPRG and field record components of personnel returning to the CONUS for appellate review to their CONUS MPF.

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Chapter 1

MILITARY PERSONNEL RECORDS SYSTEM

1.1. System Description. The military personnel records system is the way records are kept to show the military service of each person. It includes setting up new records and keeping of each person's record at all levels. The records consist of:

- Field Record Group (FRGp).
- Officer Command Selection Record Group (OCSRGP) or Airman Command Record Group (ACRGp).
- Master Personnel Record Group (MPerRGp).
- General Officer Selection Record.

1.2. System Objectives. The purpose of the system is to:

- Maintain personnel documents to protect the legal and financial rights of the government and the individual and to record the history of the person's service.
- Support personnel managers, commanders, and supervisors as they manage Air Force personnel.
- Maintain documents to support the Personnel Data System (PDS).
- Provide procedures for managing records.

1.3. Creating the Field Record Group (FRGp):

1.3.1. AF Form 10, **Unit Personnel Record Group (UPRG)**. Make the folder as follows:

- Officers. The first permanent change of station (PCS) or temporary duty (TDY) unit or agency that processes the officer onto EAD, or active Reserve or Guard status, whichever is first, establishes the AF Form 10.
- Airmen. The first MPF servicing the person makes the AF Form 10.

1.3.2. Health Record Group. This record is the AF Form 2100, **Health Record - Outpatient**, series. The first medical facility that services the member makes the Health Record.

1.3.3. Personal Clothing and Equipment Record Group. The Base Equipment Management Office (BEMO or EMO) usually keeps this record.

1.3.4. Placement and Custody of the FRGp. See [Table A3.1](#).

1.4. Creating the Command Record Group (CMRGp):

1.4.1. AF Form 527, **Officer Command Selection Record Group (OCSRGP)**. CMRGp custodians (see [Table A3.2](#), note 2) make the OCSRGP when they receive documents for file. Custodians are required to make the OCSRGP for line of the Air Force (LAF) officers in grade of captain when they complete 7 years of active commissioned service (ANG 4 years, computed from PSD) and for non-line officers on promotion to grade of captain. MPFs will provide custodians with copies of all performance and training reports contained in the UPRG to create the OCSR. [Attachment 2](#), column C, by code "OCSR" identifies the documents kept in this record.

1.4.1.1. Custodians must make records of performance available to support evaluation boards prescribed by AFI 36-2402, *Officer Evaluation System*.

1.4.2. Airman Command Record Group (ACRGp). This record has "Statements of Disagreement" for enlisted personnel and is made only when the custodian receives a dispute statement.

1.4.3. CMRGp record custodians, designated by position, will set up and enforce administrative procedures and physical safeguards for the OCSRGp and ACRGp.

1.4.4. See [Table A3.2](#) for placement and custody of the CMRGp.

1.5. Creating the Master Personnel Record Group (MPerRGp). A document in the MPerRGp may be the original, or the designated copy, and may be the only existing copy. Documents of the master record may consist of paper, microfiche, or on optical disk, or all three. Use AF Form 170, **Master Personnel Record (Microfiche Jacket)**, to transmit the microfiche MPerR.

1.5.1. Officer MPerRGp. AFPC or ARPC makes this record, which has two parts, when they receive the first documents on a person who receives a commission. HQ USAF, AFPC, or ARPC maintains the MPerRGp while the officer has a military status.

- Officer, HQ USAF Selection Record (OSR) Group. This record is kept in paper, microfiche, or optical disk. [Attachment 2](#), column D by code "OSR" identifies the documents kept in this record.
- Officer Correspondence and Miscellaneous Record Group (CM). This record is kept on microfiche or optical disk. The Records Imaging Division (HQ AFPC/DPSR) determines where to assign authorized documents on the microfiche or optical disk record. [Attachment 2](#), column D, by code "CM" identifies the documents kept in this record.

1.5.2. Airman MPerRGp. AFPC or ARPC makes this record, which has two parts, when they receive valid enlistment documents giving a person military status.

- NSR. AFPC maintains this record in paper on active duty master sergeants, senior master sergeants, and chief master sergeants.
- Airman CM Record Group. AFPC or ARPC maintains this record on all enlisted members on microfiche or optical disk.

1.5.3. General Officers Selection Record. AFGOMO creates and maintains this record whenever a colonel is selected for promotion to brigadier general.

1.5.4. MPerRGp record custodians, designated by position, will set up and enforce administrative procedures and physical safeguards for the MPerRGp.

1.5.5. See [Table A3.1](#) for placement and custody of the MPerRGp.

Chapter 2

MANAGING AND TRANSFERRING MILITARY PERSONNEL RECORDS

2.1. Military Personnel Flight (MPF) Responsibilities:

2.1.1. FRGp Manager. The Chief, Customer Support Section manages the FRGp according to this instruction.

2.1.2. UPRG Custodian. The person in charge of the MPF record unit will be the UPRG custodian. The UPRG record custodian must have an awarded Air Force Specialty Code (PAFSC) of 3S051 or civilian equivalent. The custodian maintains the UPRG and makes corrections to the records per paragraph 2.6.:

2.1.2.1. Making and Maintaining the Folder. Place the person's last name, first name, middle initial (MI), and SSN on the tab of the AF Form 10. Clearly mark the appropriate box to show whether it is an officer or airman record. Custodians must make section II-A, or copies of documents contained in section II-A, available to support senior raters as AFI 36-2402 prescribes.

2.1.2.1.1. For Active Duty MPFs only. Make available to senior raters only those documents identified as records of performance (see AFI 36-2402) during the promotion recommendation process. To do this:

- Prepare a standard size kraft folder (GSA stock number 7530-00-889-3555) to file performance documents.
- Place the person's last name, first name, middle initial, and SSN on the upper left-hand corner of the folder's tab.
- Affix the following statement on the front of the folder: "ACCESS TO AND RELEASE OF INFORMATION FROM THIS RECORD GROUP WILL BE AS AFI 37-132 PRESCRIBES. THIS FOLDER IS SECTION II-A OF THE AF FORM 10, UNIT PERSONNEL RECORD GROUP."
- File this folder between sections I and II of the AF Form 10.

2.1.2.2. Filing and Disposing of Documents. See [Attachment 2](#).

2.1.2.3. Geographically Separated Unit (GSU) Record Custodian. The FRGp manager and GSU commander appoint a record custodian when the GSU maintains field record subgroups. The GSU custodian's task is to gather and prepare the subgroups for hand-carrying by the member when there is a change in custody.

2.2. Classified Individual Military Personnel Documents. Handle, account for, sort, and forward them according to AFI 31-401, *Managing the Information Security Program*. Place an unclassified Optional Form 21, **Cross-Reference**, in the appropriate record group to show classified documents kept in another file.

2.3. Management Controls:

2.3.1. Storage. Records custodians must secure records in a locked area or container when access is not under the direct control of a person.

2.3.2. Disposal. Dispose of documents as provided in AFI 37-138, *Records Disposition--Procedures and Responsibilities*. Comply with reporting instructions in AFI 37-138 for records destroyed under conditions in Title 44, U.S.C., Section 3311 (state of war or threatened war).

2.3.3. Maintenance. Record custodians must set up and enforce administrative and physical safeguards for the UPRGs. Situations differ at each base and the record custodian is familiar with local needs in determining what controls are necessary and practical. Written guidelines that have the approval of the Mission Support Commander (or equivalent) are encouraged.

2.3.3.1. Military personnel records are "For Official Use Only." AFIs 37-131, *Air Force Freedom of Information Act Program*, 37-132, *Air Force Privacy Act Program* and chapter 7 of this instruction govern access to these records.

2.3.3.2. Refer to AFIs 37-131 and 37-132 for procedures for disclosing information in unclassified military personnel records.

2.3.3.3. Refer to AFI 31-401 for access to and disclosure from classified military personnel records.

2.3.4. Unauthorized Disposal. Record custodians will tell personnel who use military personnel records that the concealment, removal, mutilation, or destruction of records or documents may be a criminal offense under Title 1, U.S.C., Section 2071 (see AFI 37-133) and Article 134, Uniform Code of Military Justice (UCMJ).

2.3.5. Penalties. Record custodians will tell users that the Privacy Act of 1974 (Title 5, U.S.C., Section 552a) provides for criminal penalties against anyone who discloses information to unauthorized persons. Anyone who obtains information about an individual under false pretenses may also be subject to criminal penalties enforceable under Article 134, UCMJ.

2.4. Preparing the Senior Noncommissioned Officer Selection Records (NSR). The Customer Service element prepares the selection record when a member is promoted to master sergeant. Use the light green letter size pressboard folders (GSA stock number 7530-01-421-2961). Place a label with the person's last name, first name, middle initial followed by the SSN on the bottom right-hand corner of the folder's tab. Forward all prepared records to HQ AFPC/DPPBR2, 550 C Street West, Suite 5, Randolph AFB TX 78150-4707 not earlier than the members effective date of promotion and not later than 30 calendar days after the member's effective date of promotion to master sergeant, except when conditions in paragraph [2.4.2.1](#) exist.

2.4.1. Required Documents:

- All enlisted performance reports (EPR). Place reports on the right side of the folder. Arrange in date sequence with the most recent report on top. Career Enhancement prepares an AF Form 77, **Supplemental Evaluation Sheet**, for missing EPRs or gaps in dates according to AFI 36-2403, *Enlisted Evaluation System*.
- Citations for Decorations. Place citations for all awarded decorations listed in AFI 36-2403 on the left side of the folder. Arrange them in order of precedence with the highest ranking decoration on top. For multiple awards of the same decoration, arrange in date sequence with the most recent on top. If a citation is missing, use a copy of the special order that awarded the decoration.

- Article 15. Place Articles 15 received after promotion to master sergeant in the NSR (see paragraph 2.5.).

2.4.2. Review of Selection Record. Individuals will review the record before it is sent to AFPC. After the review, have the member sign and date the folder on the inside lower left-hand corner.

2.4.2.1. For personnel assigned to a GSU, send a copy of the selection record and suspense a reasonable time for return. Have them sign and date the folder and return it to you.

2.4.2.2. The record custodian signs the folder if the member:

- Does not report for two scheduled reviews.
- Is assigned to a GSU and fails to return or sign the record.
- Is on leave or TDY and will not return within 120 days.
- Is in the hospital.

2.4.2.3. If the record custodian signs the folder, place the following remarks on the inside lower left-hand corner of the folder:

- Date of the scheduled review.
- Reason why the member failed to review record.
- Custodian's signature, grade, and date signed.

2.4.3. HQ AFPC/DPPBR2 and DPAC maintain and keep the NSR current.

2.5. Article 15 Procedures. A commander imposing Article 15 punishment must decide at the time punishment is imposed whether or not to file the Article 15 in the OSR or NSR. The commander's determination regarding the OSR also applies to filing the Article 15 in the OCSRGp. He or she initiates the filing decision memorandum according to paragraphs 2.5.6., 2.5.7., and 2.5.8..

2.5.1. Who makes the Article 15 filing decision:

2.5.1.1. If an Article 15 for a senior NCO results in a reduction to a grade below master sergeant, the commander makes a filing determination since the Article 15 was received as a senior NCO.

2.5.1.2. In a joint command, if a commander from a different Service imposes nonjudicial punishment on a member of the Air Force element, the senior Air Force officer or commander of the element decides to file or not to file an Article 15, provided that official is senior to the commander imposing the nonjudicial punishment.

2.5.1.3. If the senior Air Force officer or commander of the element is unavailable, or is not senior to the commander imposing the nonjudicial punishment, the general court-martial convening authority (GCMCA) of the Air Force host command (see AFI 25-201, *Support Agreements Procedures*) who is senior to the commander imposing nonjudicial punishment makes the filing decision. If there is not a GCMCA in the Air Force host command senior to the commander imposing punishment, a GCMCA of the host service, who is senior to the commander imposing punishment, makes the filing decision.

2.5.1.4. The commander imposing punishment forwards the Article 15 and decision memorandum (with related correspondence) to the servicing staff judge advocate.

2.5.1.5. The staff judge advocate reviews the nonjudicial punishment and forwards a copy of the Article 15 and decision memorandum (with related correspondence) to MPF/Career Enhancement.

2.5.2. Senior Commander's Review. The decision to file the Article 15 in the appropriate selection record is subject to review by the next senior Air Force commander to the commander imposing the Article 15, except as noted in paragraphs 2.5.2.2. and 2.5.2.2..

2.5.2.1. A commander, who is a general officer or exercises general court-martial convening authority (GCMCA), may delegate his or her review authority to a principal assistant (see AFI 51-202, *Nonjudicial Punishment Guide*).

2.5.2.2. If the commander imposing Article 15 punishment exercises GCMCA or is a higher level commander, the decision to file in the appropriate selection record is not subject to review.

2.5.2.3. The Deputy Chief of Staff (DCS) or comparable level organizational head does the review for members assigned to the Air Staff.

2.5.2.4. The senior Air Force officer assigned performs the review for members assigned to commands, activities, or agencies outside the Department of the Air Force.

2.5.2.5. In a joint command the decision to file is not subject to review, if an officer other than the senior Air Force officer assigned (host command or service GCMCA as described above) makes the decision.

2.5.2.5.1. If the Article 15 recipient is the only Air Force member assigned (or is the senior Air Force officer assigned), the office of primary responsibility (OPR) in HQ USAF or MAJCOM headquarters appoints an officer, senior to the member imposing the nonjudicial punishment, to do the review.

2.5.2.6. For an Article 15 imposed by the host commander on a TDY or tenant member, conduct the review through the host Air Force commander's chain.

2.5.2.7. The review authority may either concur or nonconcur with the commander imposing the Article 15 and this decision is final. **NOTE:** References to "commander" or "commander imposing the Article 15" in this paragraph, in subparagraphs 2.5.3. through 2.5.10. and figures A4.1. through A4.4. include the decision authority described above in joint commands where a commander of a different service imposes the nonjudicial punishment.

2.5.3. The decision to include or exclude the Article 15 in a selection record may not be revoked once it is filed in the MPerRGp.

2.5.4. Processing time requirements. The commander will process the Article 15 and decision letter in an expeditious manner. Do not process the Article 15 until the decision letter is completed.

2.5.5. Article 15 retention period. For Lt Colonels and below, keep Article 15 on file in the selection record until the officer is afforded one in promotion zone (IPZ) or above promotion zone (APZ) consideration (for colonels it is the first or subsequent consideration to brigadier general), and subsequent approved appeal to have the Article 15 removed from the OSR is received. If an officer does not appeal to have the Article 15 removed from the OSR after an IPZ or APZ consideration, the Article 15 will remain in the OSR until the officer retires, separates, or dies. For senior NCOs, keep for 2 years after effective date of punishment or after one senior NCO evaluation board:

2.5.5.1. Lt Colonels and below may request removal of the Article 15 through an appeal process after one IPZ or APZ consideration (for colonels it is the first or subsequent consideration to brigadier general). The appeal should be submitted to commander or review authority who originally directed the Article 15 placement in the OSR, or successor in command. Senior NCOs may request early removal of the Article 15 through the commanders who originally decided to place the Article 15 in the selection record, or from successors in command.

2.5.5.2. Removal of Articles 15 from the OSR after one IPZ or APZ consideration and subsequent approved appeal, or the NSR whether at the end of 2 years, one senior NCO evaluation board consideration, or early removal, has no bearing on the permanent filing of the Article 15 in the member's master personnel record (Correspondence and Miscellaneous Group). All Article 15s are permanently retained in the master personnel record (Correspondence and Miscellaneous Group) unless set aside in their entirety in accordance with AFI 51-202.

2.5.6. When a commander decides not to file the record of Article 15 punishment in the selection record, follow these procedures:

2.5.6.1. The commander imposing Article 15 punishment prepares the decision memorandum (figure A4.1.), attaches it to the Article 15, and provides the individual concerned an information copy of the memorandum.

2.5.6.2. The commander forwards the Article 15 and decision memorandum to the servicing staff judge advocate, who forwards a copy of the Article 15 and decision memorandum to MPF/Career Enhancement after review according to AFI 51-202.

2.5.6.3. The commander's memorandum and the Article 15 are filed in the MPerRGp, but not in the individual's selection record.

2.5.7. When a commander decides to file the record of Article 15 punishment in the appropriate selection record and the commander is not a GCMCA or higher level commander, follow these procedures:

2.5.7.1. The commander imposing Article 15 punishment notifies the individual in writing of the intent to file (figure A4.2.).

2.5.7.2. The individual will acknowledge receipt of the notification and submit a statement, if any, of rebuttal, mitigation, or circumstances for consideration (figure A4.2.).

2.5.7.3. After reviewing the individual's statement and circumstances, the commander determines if the Article 15 is, or is not, appropriate for filing in the selection record.

- If the commander decides not to file the Article 15 in the selection record, follow the procedures outlined in paragraph [2.5.6](#).
- If the commander decides to file the Article 15 in the selection record, the commander prepares the decision memorandum (figure A4.4.). The commander also prepares the memorandum (figure A4.3.) to forward the Article 15 and related correspondence (commander's intent to file memorandum, and individual's statement, if any), to the review authority. The commander furnishes the individual concerned an information copy of the memorandum (figure A4.3.).

2.5.7.4. On receiving the Article 15, decision memorandum (figure A4.1. or figure A4.4.) and related correspondence from the review authority, the commander imposing punishment furnishes

the individual concerned an information copy of the decision memorandum and forwards the documents to the servicing staff judge advocate, who forwards a signed copy of the Article 15, decision memorandum and associated documents to MPF/Career Enhancement, after review. Refer to paragraph 2.5.9.1. when review authority disagrees to file and paragraph 2.5.9.2. when review authority agrees to file.

2.5.7.5. File the decision memorandum, Article 15, and related correspondence in the MPerRGp. File a copy of these documents in the selection record immediately on receipt.

2.5.8. When a commander decides to file the record of Article 15 punishment in the selection record and the commander is a GCMCA or higher level commander, follow these procedures:

2.5.8.1. The commander imposing Article 15 punishment notifies the individual in writing of the intent to file (figure A4.2.).

2.5.8.2. The individual acknowledges receipt of the notification and submits a statement, if any, of rebuttal, mitigation, or circumstances for consideration (figure A4.2.).

2.5.8.3. After reviewing the individual's statement and circumstances, the commander determines if the Article 15 is, or is not, appropriate for filing in the selection record.

- If the commander decides not to file the Article 15 in the selection record, follow the procedures outlined in paragraph 2.5.6..
- If the commander decides to file the Article 15 in the selection record, the commander prepares the decision memorandum (figure A4.4.) and attaches the Article 15 and related correspondence (commander's intent to file memorandum, and individual's statement, if any). The commander furnishes the individual concerned an information copy of the decision memorandum (figure A4.4.). The decision memorandum must be signed personally by the decision authority.

2.5.8.4. The commander forwards the Article 15, decision memorandum, and related correspondence to the servicing staff judge advocate, who forwards a signed copy to member's MPF/Career Enhancement after review according to AFI 51-202.

2.5.8.5. File the Article 15, decision memorandum, and related correspondence as indicated in paragraph 2.5.7.5..

2.5.9. The review authority evaluates decisions to file Article 15 in the selection record when the commander is not a GCMCA or higher level commander:

2.5.9.1. If the review authority decides not to file the Article 15 in the selection record, the review authority prepares a memorandum (figure A4.1.) and forwards it with the Article 15 to the commander imposing punishment. The review authority destroys the commander's intent to file memorandum, the individual's statement, if any, and the commander's memorandum to the review authority.

- The commander imposing punishment completes action in paragraph 2.5.7.4.
- File the Article 15 and decision memorandum as indicated in paragraph 2.5.6.3..

2.5.9.2. If the review authority agrees to file the Article 15 in the selection record, the review authority signs the decision memorandum (figure A4.4.) and returns it, the Article 15, and related correspondence to the commander imposing punishment:

2.5.9.2.1. The commander imposing punishment completes the action in paragraph 2.5.7.4..

2.5.9.2.2. File the Article 15, decision memorandum, and related correspondence as indicated in paragraph 2.5.7.5..

2.5.10. The MPF/Career Enhancement Element suspenses the Article 15 until final action is complete, then forwards a copy of the decision memorandum and the Article 15 to the OCSRGP custodian, if the commander's decision is to file the Article 15 in the OSR, and forwards the decision memorandum and Article 15 to the MPerRGp custodian for active duty members, as follows:

- For a general officer, to AFGOMO, Air Force Office of General Officer Matters, 1040 Air Force Pentagon, Suite 4E212, Washington, DC 20330-1040. (See note below.)
- For a colonel, to AF/DPO, 1040 Air Force Pentagon, Suite 5C431, Washington, DC 20330-1040. (See note below.)
- For officers below the grade of colonel, to HQ AFPC/DPPBR1, 550 C Street West, Suite 5, Randolph AFB, TX 78150- 4707. (See note below.)
- For chief master sergeants (CMSgt) or CMSgt selectees, to HQ AFPC/DPAC, 550 C Street West, Suite 30, Randolph, AFB, TX 78150-4732. (See note below.)
- For senior master sergeants (SMSgt) and master sergeants (MSgt) to HQ AFPC/DPPBR2, 550 C Street West, Suite 5, Randolph AFB, TX 78150-4707 (See note below.)
- For technical sergeants and below to HQ AFPC/DPSRI1, 550 C Street West, Suite 21, Randolph AFB, TX 78150-4723.

NOTE:

For records on non-EAD reservists assigned to personnel accounting symbol (PAS) code 96XXXXXX, individual mobilization augmentee (IMA), send original copy to HQ ARPC/DPM, 6760 E Irvington Place, #4450, Denver, CO 80280- 4450. For records on all other non-EAD reservists and ANG members, send a copy to HQ ARPC/DSM, 6760 E Irvington Place, #4000, Denver, CO 80280-4000. For all USAFR colonels, forward one copy to HQ USAF/REPS, Pentagon, BF655, Washington, DC 20330-5440.

2.5.11. OSR and NSR Custodians. Review all Article 15 actions received and complete the following actions:

- If the commander decides to file the Article 15 in the selection record, the custodian files the original decision letter and Article 15 in the appropriate selection record. Provide a copy of the entire Article 15 action to HQ AFPC/DPSRI for filing in the member's MPerR (Miscellaneous and Correspondence Group).
- If the commander decides not to file the Article 15 in the member's selection record, the custodian forwards the original decision memorandum and Article 15 action to HQ AFPC/DPSRI for file in the member's MPerR (Miscellaneous and Correspondence Group).
- Custodians will place their office symbol, initials, and date in the upper right hand corner of each Article 15 sent to DPSRI.

2.5.12. Articles 15 are mandated for file in the unfavorable information file of all officers effective 1 February 1996. When an Article 15 is rendered on a colonel or above (including selectees), forward the Article 15 to AF/DPO and SAF/IG for processing of a determination placing the unfavorable

information in a Senior Official Unfavorable Information File (SOUIF). The decision to place an Article 15 in the NSR need not parallel the decision to place the Article 15 in a UIF in accordance with AFI 36-2907, *Air Force Unfavorable Information File Program*.

2.6. Letter of Reprimand (LOR) Procedures: The immediate commander of an officer who receives a LOR on or after 1 February 1996 will notify the officer by memorandum that the officer's senior rater will decide whether to file the LOR in the OSR. The memorandum will provide the officer 3 duty days in which to submit written comments as to why the LOR should not be filed in the OSR. The memorandum will also direct the officer to return the written statement to the immediate commander, who will forward the memorandum with a recommendation, to the senior rater. The decision to place the LOR in the OSR also applies to filing the LOR in the OCSRGP:

2.6.1. The senior rater will review the memorandum and any comments the officer submits and render a final decision. The senior rater's decision is not subject to further review. The senior rater returns the decision memorandum and related correspondence to the officer's immediate commander.

2.6.2. When the decision is to file the LOR in the OSR, the commander provides the officer with an information copy of the decision memorandum and forwards the original to the servicing military personnel flight Career Enhancement element. The Career Enhancement element reviews and forwards the original to HQ AFPC/DPPBR1 (AF/DPOB for colonel and colonel selects) and a copy to the MAJCOM/FOA records custodian (see [Table A3.2.](#)). When the decision is not to file the LOR in the OSR, the commander gives the memorandum to the officer.

2.6.3. HQ AFPC/DPPBR1, (AF/DPOB for colonel and colonel selects) will file the LOR and decision memorandum in the OSR and forward a copy to HQ AFPC/DPSRI for file in the master personnel record group (MPerRGp). The LOR may not be removed from the MPerRGp (Correspondence and Miscellaneous Group) once it is filed.

2.6.4. The MAJCOM/FOA records custodian files a copy of the LOR and decision memorandum in the OCSRGP.

2.6.5. If the officer's senior rater is not an Air Force officer (whether in a joint command or otherwise), the officer's senior rater will decide to file or not file the LOR in the OSR after review by the Air Force advisor (see AFI 36-2402, paragraph 3.8).

2.6.6. LOR retention period. LORs filed in the OSR will remain until the officer is afforded one IPZ or APZ consideration. After this IPZ or APZ consideration the officer may appeal to his/her senior rater for its removal.

2.6.7. LOR Appeal Procedures. The appeal is made via memorandum to the officer's senior rater. If approved, the senior rater forwards the appeal approval decision to the officer's immediate commander.

2.6.8. The commander provides the officer an information copy of the appeal approval letter and forwards the original to the military personnel flight Career Enhancement element. If disapproved, the commander provides the disapproval letter to the officer.

2.6.9. Career Enhancement forwards the original appeal approval to HQ AFPC/DPPBR1 (AF/DPOB for colonels and colonel selects) and a copy to the MAJCOM/FOA records custodian.

2.6.10. HQ AFPC/DPPBR1 removes the LOR from the OSR and forwards the appeal approval letter to DPSRI for file in the master personnel record group.

2.6.11. The MAJCOM/FOA records custodian removes the LOR from the OCSRGP upon receipt of approved appeal letter and destroys it.

2.6.12. If the officer does not appeal for removal of the LOR after an IPZ or APZ consideration, the LOR will remain in the OSR until the officer retires, separates, or dies.

2.7. Record and Data Review Procedures. [Table A5.1](#), [Table A5.2](#), and [Table A5.3](#) show when to conduct record reviews (RRev) and record audits. Use the following products for reviews:

- **Record Review Listing (RRL).** The RRL is automatically produced for active duty personnel. For Air Reserve component (ARC) personnel request the RRL as shown in AFMAN 36-2622, volume 5, *Personnel Concept III (Civilian) End User's Manual*. Do not request it earlier than 30 workdays for USAFR or 60 workdays for ANG before the scheduled RRev appointment.
- **Individual Data Review Listing (IDRL).** This listing is used for active duty personnel and managed according to paragraph [2.6.4](#). It is automatically produced and consists of all data identification numbers (DIN) contained in the individual data area of the RRL.
- **AF Form 526, ANG/USAFR Point Credit Summary.** This is a computer generated form kept in the MPerRGp for members in the ANG and USAFR including those serving on EAD under Title 10, U.S.C., Sections 175, 265, 672d, 678, 8021h, 8038 or Title 32, U.S.C., Section 708. If the member does not agree with the data on the AF Form 526, begin corrections.
- **National Guard Bureau (NGB) Form 22, Worksheet.** MPF/Personnel Relocation uses it according to AFMAN 36-2622.
- **Statutory Tour Report on Individual (RIP).** This RIP is produced at the losing MPF when a member of the Air National Guard or Air Force Reserve enters or leaves a Statutory Tour of Active Duty under Title 10, U.S.C., Sections 175, 265, 672d, 678, 8021h, 8038 or Title 32, U.S.C., Section 708, and used by the gaining MPF as a source document when reconstructing data in PDS.

2.7.1. Notification. Use local procedures.

2.7.2. Conducting the Face-to-Face RRev. A records clerk qualified in maintaining manual and computerized records does the face-to-face RRev required by [Table A5.2](#). [Table A5.2](#) does not require face-to-face record reviews for members on EAD. The FRGP manager may require them if it is advantageous to do so or when members request a face-to-face record review as an exception:

2.7.2.1. Check each item on the RRL with the source documents filed in the AF Form 10 or with relocatable documents, except health record documents. To determine if a source document needs to be in the AF Form 10, use the source document requirements in AFMAN 36-2621, volume 1, *Personnel Data System, User's Manual*, Central Table 002 (DIN table) available from MPF/Personnel Systems gives source documents.

2.7.2.2. Resolving Problems. Annotate any disagreement between the RRL, source documents, or the member, on the RRL. If a source document is missing, ask the member to provide a replacement. If the member does not have a replacement, follow the steps in paragraph [2.7.2.3](#). Ensure all signatures and dates have been completed on the RRL.

2.7.2.3. Making RRev Data Corrections. The RRev clerk updates data that does not require a source document. If the item to be corrected requires a source document, the RRev clerk sends the annotated RRL to the OPR for corrective action and update, if necessary. If a work center determines a source document is not needed, the clerk initials the RRL and annotates "No Source Doc-

ument Required." After coordinating all items on the RRL, return it to MPF/Customer Service for review. If any actions remain unresolved, the records unit clerk coordinates with the appropriate OPR and suspense's the RRL:

2.7.2.3.1. When all items on the RRL are completed, file it in the UPRG until the next face-to-face record review. **NOTE:** When the Statutory RIP becomes a source document, the clerk circles items on the RIP used to reenter data in PDS and files the RIP in section III of the UPRG.

2.7.2.4. Missing Documents. If the member does not have a copy of a missing document, the OPR for the data item will get a copy from other sources. If no document is found, the OPR creates a substitute document when authorized by the AFPC OPR for the missing document.

2.7.2.5. Member Disagreement. In some cases all evidence will show a data element to be correct and not requiring change. However, the member may claim it is in error. In these cases, advise the member to submit a written request for a correction according to the steps in the following instructions, depending upon the type of discrepancy:

- Category of discharge, AFI 36-3201, *Air Force Discharge Review Board*.
- Judgmental or opinion-related errors such as promotion nonselection, disciplinary actions, etc.
- Officer Performance Reports or Enlisted Performance Reports, AFI 36-2401, *Correcting Officer and Enlisted Evaluation Reports*.
- See chapter 5 for any other factual information contained in the MPerR or PDS.
- Air Force Privacy Act Program, AFI 37-132.

2.7.3. Record Audit Procedures. Conduct a record audit as outlined below when a face-to-face record review is not practical or the member fails to appear for more than one (two for ANG not on EAD) scheduled review:

2.7.3.1. A records clerk qualified in the maintenance of manual and computerized records gets the RRL at or before the time in [Table A5.2.](#)

- The records clerk audits each item on the RRL against the required source documents in the UPRG and writes any differences between the UPRG and the RRL. When the audit is completed, the clerk annotates and signs the RRL. For data not requiring a source, the records clerk updates all required computer data in the PDS.
- For any corrective actions taken by work centers, the person making the corrections annotates and initials the RRL. On return of the RRL, the records clerk reviews it to ensure all action is complete, files the original RRL in the UPRG, and sends a duplicate copy of the RRL to the member by memorandum. The transmittal letter will:
 - Explain the reason for the audit.
 - Request the member annotate any disagreements on the RRL and return it for resolution.
 - Request the member provide any missing source documents indicated on the RRL.
 - Advise the member to keep the RRL if there are no disagreements.
 - If the member provides missing documents, the records clerk confirms with the right OPR the documents' validity and makes sure the system data is correct. If the individual cannot

provide missing source documents but believes the record entry to be incorrect, the records clerk complies with paragraph 2.5.2.5.

2.7.4. Individual Data Review Listing (IDRL). The IDRL is automatically produced on the anniversary date of DIN AAB (date arrived station). MPFs may request an IDRL at any time upon member's request. Send a copy of the IDRL to the member for review. No further action is required by the MPF.

2.7.5. Medical and Dental Record Inventory. Personnel Employment verifies receipt of medical and dental records from the AF Form 330, **Records Transmittal Request**, on in-processing.

2.7.6. Record Reconciliation Audit Procedures (USAFR MPF). The RRL is automatically produced to support the record reconciliation audit program. The RRL used during in-processing is produced 30 days after the date assigned MPF and after the record status changes to 110 (excludes NPS members awaiting IADT). The RRL used for the 2-year mail-out audit is automatically produced 2 years minus 1 month from DIN AAI (date assigned MPF). Do not change DIN AAI as a result of a record audit. Detailed procedures for using the RRL are explained below:

2.7.6.1. Do a complete record audit when requested by a member or each time a change in servicing MPF occurs. Do record audits for Category A members in two steps. Step one requires a check of required source documents filed in the UPRG against PDS data. Step two requires review by the member either in a face-to-face situation or sending the RRL to the member for review.

2.7.6.2. In-Processing Record Reconciliation Audit. Give a face-to-face record audit to all personnel on in-processing. Verify each item on the RRL from appropriate source documents or the member (refer to Central Table 145 maintained by the personnel system manager (PSM)). Do not perform a record audit in place of this face-to-face reconciliation of data except as authorized in note 2, **Table A5.2.** Have the member sign and date the AF Form 10 and RRL on completion of the face-to-face audit. Sign and date the RRL. Give a copy to the member, and file a copy in the AF Form 10 after any required PDS updates are made.

2.7.6.3. Two-year Mail-out Reconciliation Audit. On receipt of the RRL, verify each item's appropriate source document. Date and enter "Audit" in the AF Form 10. Sign and date the RRL and file a copy in the AF Form 10 after any required PDS items are made. Send a copy to the member with a request for him or her to review, annotate any discrepancies, and provide a copy of any missing source documents. Suspend the request for 60 days and if a reply isn't received by the suspense, no further action is required by Customer Service.

2.7.6.4. Additional Requirements. When you do a face-to-face review, always verify the accuracy of DD Form 93, **Record of Emergency Data**, DD Form 1172, **Application for Uniformed Services Identification Card DEERS Enrollment**, (if appropriate), and VASGLV Form 8286, **Servicemen's Group Life Insurance Election and Certificate**.

2.8. Loss of a Major Record Group or Subgroup . The custodian, as shown in chapter 1, makes the new records for lost or destroyed major record groups or subgroups of the Military Personnel Records System:

2.8.1. FRGp Reconstruction. The MPF record custodian will request a RRL, have the member review and sign the RRL during a reconstruction and file it in the new UPRG. Do not prepare source documents to support data on the RRL unless needed or the individual does not agree with the data

item. Ask the individual to provide copies of source documents whenever possible.

2.8.2. OCSRGP Reconstruction. Send requests for command selection record documents to HQ AFPC/DPPBR1, 550 C Street West, Suite 5, Randolph AFB, TX 78150-4707 (all documents except AF Forms 90, *Officer Assignment Worksheet*) and HQ AFPC/DPAO or DPAS for AF Forms 90. For Reserve and ANG members not on EAD, send requests for command selection documents to HQ ARPC/DSMO.

2.8.3. MPerRGp. The Contingency Operations Plan provides that the MPerRGp be reconstructed due to loss by war or natural disaster. When required, AFPC will send a message giving instructions to appropriate record custodians for recovering each category of documents.

2.9. Document Requirements. Any questions about the filing, removal, or disposition of any documents in the Military Personnel Record System not covered in this instruction should be brought to the attention of HQ AFPC/DPSRP. Documents and forms that become obsolete because they have been discontinued, re-titled, renumbered, or replaced remain in the record folder until normal disposition as shown in [Attachment 2](#), column E.

2.10. Documents Maintained by Other Activities. Relocatable documents are identified in [Attachment 2](#), column B, by the code "UP-R." Do not file these documents in the UPRG, column E states where these documents will be filed.

2.11. Transitory Documents. Managers may put transitory documents in the record groups when this will aid in administration and assist the custodians in doing their duties. MAJCOM developed forms can remain in the record group during intracommand reassignment. Remove all transitory documentation on transfer of the record group to another MAJCOM.

2.12. Managing Individual Documents. [Attachment 2](#) shows where to file authorized documents in records. The notes to [Attachment 2](#) explain the codes used in columns B, C, and D.

2.12.1. Temporary Documents. Take them out of the UPRG when filing replacements or when they become obsolete and a requirement exists to screen or review the UPRG. However, for exceptions check [Attachment 2](#), column E, to be sure. Give documents to the member when possible.

2.12.2. Permanent Documents. They stay in record groups until the member separates or retires. Those not in the MPerRGP are forwarded to AFPC or ARPC, as applicable. These documents are combined with the MPerRGP and forwarded to the National Personnel Records Center (NPRC), 9700 Page Blvd, St Louis, MO 63132-5100.

2.12.3. Lost or Misfiled Documents. When documents on active duty members are found, file them in the appropriate record or send them to the proper custodian. Send permanent documents on separated members to AFPC or ARPC, as applicable. In the case of separated members, temporary documents can be destroyed.

2.13. Records Screening Procedures. [Table A5.4](#) shows how to screen records.

2.14. Records Custody and Procedures Relative to Service Status. When a prior service individual enlists in the Regular Air Force (RegAF), HQ AFPC/DPPAOR obtains the prior service records and completes an AF Form 1613, **Statement of Service**, showing all creditable service to date. HQ AFPC/

DPPAOR sends the AF Form 1613, EPRs, decoration orders, citations, medical and dental records, to the servicing MPF to make the FRGp. MPFs should not request these documents until 120 calendar days from date record status becomes 10 (present for duty):

2.14.1. When a prior service individual enlists in the USAFR or ANG, HQ ARPC/DSMP requests the prior service records or statement of service from the appropriate branch of service and forwards the FRGp to the servicing MPF.

2.14.2. When an individual who previously served on EAD as a USAF officer, enlists in the RegAF within 120 days, HQ AFPC/DPPAOR gets the officer records from DPSRS, who is responsible for maintenance of these records. DPPAOR sends an AF Form 1613, medical and dental records, copies of all decoration citations and orders, and copies of any other documents in the officer records necessary for management at base level, to the servicing MPF.

2.14.3. OTS/22TSS/DPM initiates the FRGp and OCSRGP for officers commissioned through Officer Training School (OTS).

2.14.4. When a prior or non-prior service individual enlists in the USAFR or ANG, the servicing MPF accesses the individual to the strength in PDS and forwards the following documents as a package, in the order specified, to HQ ARPC/DSMP, 6760 E. Irvington Place, #4450, Denver, CO 80208-4450 within 15 days of enlistment:

- DD Form 4-1-2, **Enlistment/Reenlistment Document - Armed Forces of the United States** (original).
- Enlistment Order (Reserve only).
- Standard Form 88, **Report of Medical Examination** and Standard Form 93, **Report of Medical History** (enlistment or commissioning physical only).
- Copies of DD Form 214, **Certificate of Release or Discharge from Active Duty** and DD Form 215, **Correction to DD Form 214** (if applicable); and NGB Form 22, **Report of Separation and Record of Service**; and NGB Form 22A, **Correction to NGB Form 22** (if applicable). Obtain these documents from the prior service member.
- Any applicable waiver documents.

2.15. Transferring the FRGp. When an event occurs that requires the FRGp to be transferred, use instructions in [Table A6.1.](#) through [Table A6.1.](#) and AFI 36-2102, *Base-Level Relocation Procedures*. Use AF Form 330 to transfer or ask for records or documents. The MPF element responsible for transfer will:

- Prepare a separate AF Form 330 for each record being mailed or hand-carried.
- Annotate any missing records or documents.
- Send the original with the record or document being forwarded.
- Use copies 2 and 3 for suspense purposes or file in the relocation folder.
- Prepare a new AF Form 330 when sending missing documents located after initial transfer.
- Use computer listings in lieu of separate AF Forms 330 when sending large groups of records (i.e. due to unit move, change in servicing MPF, etc.).
- Prepare envelope to mail records using the reassignment order.

2.15.1. Verification of Records Received. The gaining MPF/Customer Service element will:

- Ensure receipt of all records checked on AF Form 330.
- Destroy AF Form 330 when accountability for all records is verified.
- Request status of missing record or document by sending AF Form 330 with copy of PCS order to the losing MPF.
- Comply with AFI 36-2102 in cases where a processing discrepancy applies.
- File all AF Forms 330 which document unsuccessful attempts to recover missing documents.

2.16. Specific Instructions:

2.16.1. Special Orders. The MPF/Personnel Relocation element files one copy of the certified assignment order or one copy of the separation order in the UPRG before sending out the record. Place five copies of reassignment orders in the UPRG for members returning to CONUS for separation.

2.16.2. Records Distribution. See [Table A6.1](#) for sending records of people reassigned PCS or TDY.

2.16.3. Mailing Records. Use first-class mail. Use registered or certified mail when circumstances warrant it. Prepare and send classified individual military personnel records per AFI 31-401.

2.16.4. Hand-carrying Records. Place these records in an envelope addressed to the gaining MPF. Personnel being released from AD, who do not have a concurrent assignment to a participating USAFR or ANG unit, cannot hand-carry records:

2.16.4.1. Type or stamp on the face of the envelope: "This envelope contains official United States Air Force Personnel Records. If found, drop in the nearest US mail box. Penalties for willful and unlawful destruction, damage, or alteration of Federal Records are contained in the United States Criminal Code (Title 18, U.S.C., Section 2071). Criminal penalties of up to \$5,000 may be imposed for unauthorized disclosure or access to personnel records under the Privacy Act of 1974, (Public Law 93- 579, Title 5, U.S.C., Section 552a, The Privacy Act Law of 1974)."

2.17. Record Inventory. Custodians will verify they are accepting and maintaining records only for those personnel serviced by their MPF.

2.18. Transferring the Officer Command Selection Record Group (OCSRGP) or Airman Command Record Group (ACRGp). The losing custodian will make sure records are current and sent according to the tables in this chapter. Mail the OCSRGP or ACRGP to the gaining command NET 30 calendar days before and not later than 15 calendar days after the report not later than date (RNLTD):

- For EAD colonels selected to brigadier general, send the OCSRGP to AFGOMO, Air Force Office of General Office Matters, 1040 Air Force Pentagon, Suite 4E212, Washington, DC 20330-1040.
- For ANG colonels selected to brigadier general, send OCSRGP to NGB-GO/AF, Pentagon, 2E375, Washington, DC 20310-2500.
- For USAFR colonels selected to brigadier general, send OCSRGP to HQ USAF/REPS, Pentagon, BF655, Washington, DC 20330- 5440.

2.19. Transferring the MPerRGp. HQ USAF, AFPC, ARPC, NPRC and the United States Air Force Academy maintain the MPerGp. Transfer the MPerRGp according to [Table A6.2.](#) through [Table A6.9.](#) or [Table A6.11.](#) when a change in custody and management is required. They are not hand-carried by the individual.

2.20. Review By the Individual. Individuals may review their official personnel records at the locations where they are maintained (chapter 1). An agent may review the record of an individual, if the agent has written permission from the individual. In these cases, the record custodian files the certificate of authorization in the personnel record group reviewed.

2.21. Disclosing Information From Military Personnel Records. Account for disclosures according to AFIs 37-131, 37-132 and AFMAN 36-2622. Record custodians may provide "certified copies" of documents or information from personnel records prescribed by this regulation. Record custodians will ensure any certified document or data being furnished is releasable under provisions of AFIs 37-131 and 37-132.

2.22. Disclosure Fees. Apply fees according to AFIs 37-131 and 37-132.

2.23. Statement of Disagreement. See AFI 37-132 for procedures that allow for members to file a statement of dispute in military personnel records.

2.24. Documenting Unrated Periods Between Officer Evaluation Reports. Fill out an AF Form 77, **Supplemental Evaluation Sheet**, to show the reason and inclusive dates of the unrated period. When an officer enters the Air Force from another service, prepare an AF Form 77 to cover the period between the close-out date of the officer's last performance report in the other service and the date of entry into the Air Force. The person preparing the AF Form 77 sends a copy to the custodian of the MPerRGp, OCSRGp, and the UPRG. The servicing MPF/Career Enhancement element informs the officer of the preparation and filing of the AF Form 77. The responsible offices and formats for preparation of the AF Form 77 are as follows:

- ARPC for individual recalls under Title 10, U.S.C., Sections 175, 265, 672d, 678, 8021, 8038 and 8496; US Property and Fiscal Officers recalls under Title 32, U.S.C., Section 708; and recalls to serve with the Selective Service.
- The losing ARC MPF, if assigned to nonparticipating status.
- HQ AFPC/DPPAOR for other recalls.

2.24.1. For reservists, HQ ARPC/DSMO documents voids in records for periods of service for officers assigned to a Reserve section (ORS, NARS, ISLRS, and so forth), voids caused by a Guard officer moving from one state to another, and voids caused when a member's federal recognition date is not the day following the close-out of his or her last OPR. **NOTE:** HQ ARPC/DSMO may use a computer format instead of AF Form 77.

2.24.2. For unit recalls, the servicing MPF/Career Enhancement element prepares the AF Form 77.

2.24.3. Format for paragraphs [2.23.](#), 2.23.2.1 and 2.23.2, is "No report available for the period () through

(). No report required according to AFI 36-2402."

2.24.4. Temporary Disability Retired List (TDRL) removal and return to AD is prepared by HQ AFPC/DPPAOR in the following format: "No report for the period () through (). Officer not rated due to placement on the Temporary Disability Retired List."

2.24.5. Release from AD voided by the Board for Correction of Military Records (BCMR) is prepared by HQ AFPC/DPPPA in the following format: "No report available for period () through (). Officer restored to active duty by direction of the Secretary of the Air Force."

2.24.6. Board actions taken by AFPC under AFI 36-2401 will be in the following format: "Not rated for the above period. Report removed by order of the Chief of Staff USAF."

2.24.7. Board actions taken by the BCMR under AFI 36-2603 will be in the following format: "Report for this period not available for administrative reasons which were not the fault of the member."

2.25. War and Mobilization Military Personnel Records System Procedures. During contingency or emergency conditions, certain procedures must be implemented to ensure integrity of the military personnel records system and to streamline procedures to meet mission requirements.

2.25.1. Record custodians will develop local procedures to destroy the UPRGs in their custody, if the security of the UPRGs is jeopardized and it is not feasible to relocate the records. If it becomes necessary to destroy or relocate the UPRGs, notify HQ AFPC/DPSRP as soon as possible.

2.25.2. If UPRGs are destroyed, or are otherwise unavailable, and the situation allows for maintenance of UPRGs to resume, establish an Emergency Personnel Record to record significant personnel actions as follows:

- On whatever type of folder available, type or print the person's last name, first name, middle initial, and SSN.
- Place an Emergency Military Personnel Record (figure A4.5.) in the folder. This form should contain the member's name, grade, SSN, present address, home phone number, PAFSC, date prepared and by whom.
- Record only personnel actions that do not have source documents available for placement in the Emergency Personnel Record under Personnel Actions.
- When feasible, prepare and maintain personnel actions on micro or mini computers to make records easier to manage, store, or transfer .
- Maintain until the situation allows for reconstruction of the UPRG and normal maintenance resumes.

2.25.3. Record and data review programs are not considered essential during these conditions. The MPF chief or ANG Director of Personnel determines when to suspend these programs. Reinstate them when conditions cease.

2.25.4. The Emergency Action Book contains specific guidance on the above procedure.

Chapter 3

HANDLING DD FORM 220, ACTIVE DUTY REPORT AND RELATED ACCESSION DOCUMENTS

3.1. General Information. This chapter tells how to use and forward DD Form 220, **Active Duty Report**, and AF Form 1299, **Officer's Certificate of Statement of Service**. The instructions are only for ANG and USAFR members coming on EAD (including active duty under Titles 10 and 32 U.S.C.) when strength accountability changes. MPF/Personnel Employment forwards these and associated documents as prescribed in the following paragraphs to AFPC within 10 workdays after member processes on station. Mark envelopes "Do Not Open In Mailroom."

3.2. DD Form 220 Purpose. Use this form to record the date USAFR or ANG personnel come on EAD and report to the first EAD processing station. It is used as a source document to compute active service dates. It is not required for USAFR or ANG members ordered to AD during contingency or emergency mobilization call-ups.

3.3. Preparing DD Form 220. The TDY or PCS MPF, Personnel Employment element, prepares this form to process members to EAD:

- Prepare in two copies for USAFR personnel and three copies for ANG personnel.
- Type the member's complete itinerary on the reverse side of the DD Form 220.
- Forward the original with the member's itinerary on the reverse side to HQ AFPC/DPPAOR, 550 C Street West, Suite 10, Randolph AFB, TX 78150-4712.
- Give a copy to the member.
- For ANG personnel, send the third copy to the appropriate adjutant general.

NOTES:

When the member enters EAD, complete items 1 - 8, 10, 11, 13, and 19. When submitting an itinerary, include date and place of departure and arrival and all modes of transportation from home of record to TDY station (ensure member dates and signs the itinerary). Special instructions include:

- Item 10: Enter date reflected on DD Form 1351-2, **Travel Voucher or Subvoucher**. If date is different from orders, comply with paragraph 3.4.
- Item 11: Enter the date the member physically reports at the initial duty or processing station or effective date of duty shown in EAD orders, whichever is later. If different from orders, comply with paragraph 3.5. This date cannot be earlier than the date in item 6.
- Item 15: Complete this item only for nonparticipating reservists; for example, Individual Ready Reserve and Retired Regulars.

3.3.1. Preparation is not required for USAFR or ANG personnel processed to EAD by a permanent duty MPF. However, the permanent MPF/Personnel Employment element will forward a legible copy of the member's travel voucher to HQ AFPC/DPPAOR, 550 C Street West, Suite 10, Randolph AFB, TX 78150-4712.

3.4. Determining EAD Date. For members ordered to EAD while at a duty station, it is the date shown on the EAD order.

3.4.1. The date for members who must travel from their homes to their first duty or processing station is based on the mode of travel. To find it, subtract the travel time allowed from the actual reporting date. (See Department of Defense Pay and Allowance Manual and Joint Federal Travel Regulations, volume 1, to compute travel time.)

3.4.2. Check the member's paid EAD travel voucher for the date travel began and ended, and the modes of travel.

3.5. AF Form 1299. The MPF/Career Enhancement element uses this form to initially establish the pay date and total active federal military service date (TAFMSD) for Joint Uniform Military Pay System (JUMPS) accession transactions on members entering EAD. Do not use it for officers being mobilized.

3.5.1. MPF/Personnel Employment element will: Prepare three copies (four for a Medical or Dental Corps officer). File the original in the FRGp, give a copy to the member and a copy to the local AFO for Medical and Dental Corps officers. Send the following documents to HQ AFPC/DPPAOR, 550 C Street West, Suite 10, Randolph AFB, TX 78150-4712:

- A copy of AF Form 1299.
- DD Form 220.
- Reproduced copy of the diploma evidencing date of graduation from medical or dental school.
- Certificate of Internship if applicable.
- Other related EAD documents.

3.5.2. MPFs that do active duty processing at the officer's initial TDY station will send the original AF Form 1299 to the gaining permanent duty station for use in submitting the PTI E23 JUMPS transaction and file in the UPRG.

Chapter 4

HANDLING COMMANDER'S OR SUPERVISOR'S ASSIGNED PERSONNEL INFORMATION FILES

4.1. General Information. These files are made and kept under authority of Title 10, U.S.C., Section 8013, and only by offices or levels of command where there is a need for them in the performance of day-to-day business. They must be kept up-to-date and correct in content. Safeguard them to ensure they are not misused and unauthorized access does not occur.

4.2. Record Content . Effective 1 February 1996, PIFs are mandatory for officers who receive Letters of Admonishment or Letters of Counseling which are not filed in their unfavorable information file (UIF). Some examples of other documents filed in the PIF are separation actions, newcomers letters, line of duty determinations, assignment and sponsorship correspondence, local clearance actions, promotion actions, credit information, favorable or unfavorable correspondence not filed in the UIF, counseling records, appointment scheduling correspondence, additional duties and duty roster information, duty status correspondence, personnel actions correspondence, and participation or training information on ARC personnel.

4.3. Record Storage. Keep in a locked area or container, except when they are being used.

4.4. Record Access. People who are the subjects of the records may gain access per AFI 37-132. The PIF contents, when the PIF contains derogatory data, must be made available for commanders, raters, and the senior rater review prior to completing personnel management actions on officers. These actions include completing an officer performance report, letter of evaluation, training report, promotion recommendation form, decoration submission, and in the Commander's involvement process for assignment consideration. The release/review of the PIF contents in these instances are for "Official Business" or "routine use" in accordance with AFI 37-132.

4.5. Retaining and Disposing. AFMAN 37-139, table 36-12, *Disposition of Air Force Records--Records Disposition Schedule*.

Chapter 5

RECORDING AND CHANGING BASIC IDENTIFYING DATA

5.1. General Information. The SSN serves as the numerical identifier for all Air Force military personnel. It is also used for reporting contributions withheld from members by the Defense Finance Accounting Service (DFAS) under the Federal Insurance Contributions Act (FICA). Executive Order 9397, 22 November 1943, requires disclosure of one's SSN to enter the Air Force. Applicants for appointment or enlistment in the Air Force must get SSN cards. The SSN is entered on all records requiring a numerical identifier:

5.1.1. For input into the PDS, enter it as a nine character number, without hyphens or spaces; for example, 123456789.

5.1.2. For all other purposes, write the SSN as an eleven character number, with a hyphen after the third and fifth digits; for example 123-45-6789.

5.2. Replacing the Social Security Number (SSN) Card. The MPF/Customer Service element will help the member fill out all items on SS Form 5, **Application for a Social Security Card**.

5.3. Resolving SSN Discrepancies. If the number on a member's card is not the same as that in the military personnel records, the MPF/Customer Service element will follow directions in [Table A7.1](#).

5.4. Recording and Changing Name in Official Records. Air Force military personnel records use the name shown on a birth, baptismal, marriage, or naturalization certificate, civil court order, or other legal document. An individual may use a preferred name as prescribed in AETCI 36-2002, *Recruiting Procedures for the United States Air Force*. A preferred enlistment name is a name other than that shown on the birth certificate, or the name change by court order or marriage certificate.

5.4.1. The name in Air Force records has to match the name maintained by the Social Security Administration (SSA). If the name on the SSN card is not the same as in Air Force files, the MPF will help the member fill out an SS Form 5 to resolve the discrepancy.

5.4.2. The name that appears on the appointment memorandum or DD Form 4-1-2, is the official name in Air Force files until changed under this instruction.

5.4.3. Record the name in order of last name, first name, middle initial, and any designation, such as "Junior, Senior" or a numerical designator. Exceptions are documents whose governing directives require the full name or instances where individuals request their records be kept by the initial of the first name and the full middle name or by the full first and middle names:

- Example, Stephen Maxwell Smith is normally recorded as "Smith, Stephen M." At his request, however, record the name as "Smith, Stephen Maxwell" or "Smith, S. Maxwell." He cannot choose to drop a part of his name to become "Smith, Maxwell," except as provided for under [Table A7.1](#), rule 3.
- Abbreviate designations such as "Jr." for "Junior."

5.4.4. When entering the name into the PDS, do not include hyphens, apostrophes, or spaces between sections of a compound name. The name "David E. O'Brien," for example, will be reflected in the

PDS as OBRIEN, DAVID E."; "Teresa M. Santa Ana" will be "SANTAANA TERESA M"; "Lee Halsey-Jones" will be HALSEYJONES LEE."

5.4.5. Names typed or written on forms and documents will be written to reflect any hyphens, apostrophes, or space in the member's name. There is no need to correct a document which reflects the PDS spelling, except at member's request.

5.4.6. Changing Name. The requesting member submits the evidence required by [Table A7.2.](#) to the office designated in [Table A7.3.](#), column B. Action agencies act as directed in [Table A7.3.](#), columns C and D.

5.5. Correcting Date of Birth, Place of Birth, and Changing Citizenship Status:

5.5.1. Correcting Date and Place of Birth. Members will present supporting evidence required by [Table A7.4.](#), column B. The MPF and MPerR custodians act as directed in [Table A7.5.](#) and [Table A7.6.](#)

5.5.2. Changing Citizenship Status. Members submit supporting documentation required in [Table A7.7.](#), column B. The MPF and MPerR custodians act as directed in [Table A7.7.](#), columns C and D.

5.6. AF Form 281, Notification of Change in Service Member's Official Records. HQ AFPC and HQ ARPC prepare this form to document changes in a member's official personnel record.

Chapter 6

ISSUING CERTIFICATES IN LIEU (CIL) OF LOST OR DESTROYED CERTIFICATES OF SEPARATION

6.1. CIL Purpose. They replace a lost or destroyed certificate of service. Title 10, U.S.C., Section 1041, authorizes a person who presents proof of an honorable discharge or discharge under honorable conditions be given a certificate of that discharge, indelibly marked to show that it is a certificate in place of the lost or destroyed certificate.

6.2. Persons Authorized CILs:

- A service member or former service member whose character of service was honorable or under honorable conditions.
- A surviving spouse.
- A guardian, who provides a duly certified or otherwise authenticated copy of the court order of appointment with the application.

6.3. Persons Not Eligible for CILs. Persons whose character of service was under other than honorable conditions or dishonorable are not eligible. Provide an official photocopy of the report of separation or certificate of discharge (DD Form 214 or equivalent form), when requested by the individual. Agencies providing copies of DD Form 214 will comply with provisions in AFI 36-3202, *Separation Documents*.

6.4. Requesting CILs. Submit Standard Form 180 (SF 180), **Request Pertaining to Military Records**. A memorandum request with sufficient identifying data is also acceptable.

6.5. Issuing CILs. The issuing authority (see paragraph 6.7.) furnishes the appropriate CIL. If the service member has had service in both the Army and Air Force, the assignment status as of 26 September 1947 determines if the person was in the Army or Air Force at the time of separation. Consider separations occurring on or before 25 September 1947 to be Army separations. For separations occurring on or after 26 September 1947, consider them as Air Force separations. Issue individuals identified in paragraph 6.2. the appropriate form listed below:

- DD Form 303AF, **Certificate in Lieu of Lost or Destroyed Discharge**. Use this form to replace any lost or destroyed certificate of discharge from the Air Force.
- DD Form 363AF, **Certificate of Retirement**. Use this form to replace any lost or destroyed certificate of retirement from the Air Force (issued only to service members).
- AF Form 386, **Certificate in Lieu of Lost or Destroyed Discharge (AUS)**. Use this form to replace any lost or destroyed certificate of discharge from the Army.
- AF Form 681, **Certificate in Lieu of Lost or Destroyed Certificate of Service (AUS)**. Use this form to replace any lost or destroyed certificate of service, or like form, issued on release from EAD in the Army.
- AF Form 682, **Certificate in Lieu of Lost or Destroyed Certificate of Service (USAF)**. Use this form to replace any lost or destroyed certificate of service, or like form, issued on release from EAD in the Air Force.

6.6. Who Must Sign CILs:

- For DD Form 363AF, a general officer or colonel.
- For all other CILs a commissioned officer, NCO in grade of master sergeant or above, or a civilian in grade of GS-7 or above.

6.7. Issuing Authorities. For DD Form 363AF: Headquarters, Air Force Personnel Center, (HQ AFPC/DPPRSO), 550 C Street West, Suite 11, Randolph AFB, TX 78150-4713. Applicants must attach a copy of the retirement order to the SF 180 or memorandum:

6.7.1. All other certificates:

- HQ AFPC/DPPRSO for Members on EAD or on the TDRL.
- General officers in retired pay status.
- National Personnel Records Center, Military Personnel Records - Air Force (NPRC/MPR-AF), 9700 Page Boulevard, St. Louis, MO 63132-5100, for officers and enlisted members: Completely separated from the Air Force or Air National Guard; in a retired pay status, except general officers; and in the retired Reserve who cannot become eligible for retired pay.

6.7.2. Headquarters, Air Reserve Personnel Center, Reference Services Branch (HQ ARPC/DSMR), 6760 E Irvington Place, #4450, Denver, CO 80280-4450, for Air National Guard and Air Force Reserve officers and enlisted members not on EAD, including retired Reserve who will be eligible for retired pay at age 60.

6.8. Furnishing Photocopies of Documents. The authorities in paragraph 6.7. may supply photocopies of certificates of service, reports of separation, or similar documents. Agencies that provide copies of DD Form 214 (or their equivalent) will conspicuously affix an "official seal or stamp" on them to indicate that these documents are copies made from official United States Air Force military personnel records. In addition, agencies must comply with procedures in AFI 36-3202 when providing copies of DD Form 214.

Chapter 7

ACCESSING AIR FORCE MASTER PERSONNEL RECORDS (MPERR) AND MASTER PERSONNEL FILES (MPERF)

7.1. Using MPerRs and MPerFs. They have personal and privileged information and may only be disclosed to authorized persons conducting official Air Force business. Authority to obtain copies of, information from, or possess MPerRs and access data in the MPerFs is limited to those persons with an official requirement for the information. MPerRs are not to be further loaned or transferred to anyone other than those shown in [Table A8.1](#).

7.1.1. Users have the responsibility to provide adequate justification for receipt of records or access to MPerFs, and must show a valid need to review or obtain information from them in the course of official duties.

7.2. Safeguarding MPerRs. Protect copies of paper and microfiche MPerRs, on line access and hard copy output of MPerF records according to AFI 37-132. AFI 37-138 directs destruction. Borrowers of original paper or microfiche MPerRs are responsible for their security and safe return to the custodian (see [Table A3.3](#)). The AF Form 652, **Request for Loan of Master Personnel Record**, and the ARPC Form 291, **Record Transmittal**, must remain attached to MPerRs returned to HQ AFPC and ARPC, respectively.

7.3. Safeguarding MPerFs. User access is permitted only after validation of the need for that access. The OPR for the particular records, data items, or systems controls access. Any outside organization receiving file extracts, tapes, or floppy disks must use the information for the designated purpose and protect it as AFI 33-202, *The Air Force Computer Security Program* prescribes. Do not release data to another organization without first gaining approval from HQ AFPC/DPDXS.

7.4. Penalties for Misuse of MPerRs and MPerFs. Under the Privacy Act of 1974, persons who knowingly and willfully disclose personal information from an Air Force record, regardless of media, to a person or agency not entitled to receive it, without the advance consent of the subject of the record, are subject to a fine. Under Title 10, U.S.C., Section 2071, persons who willfully and unlawfully conceal, remove, mutilate, obliterate, or destroy Air Force records are subject to dismissal and disqualification from further Federal service, and to a fine, imprisonment, or both. Unauthorized disclosure of "For Official Use Only" information may result in disciplinary action.

7.5. How to Establish Routine Access to MPerRs. All activities or persons, not listed in [Table A8.1](#), requiring routine access to the MPerRs maintained at AFPC must submit a memorandum request to HQ AFPC/DPDXS, 550 C Street West, Suite 24, Randolph AFB, TX 78150-4726. The request must include justification for access and include the requesters name, SSN, grade, office symbol and duty phone number. Access to colonel selectees, colonels and general officers records requires approval by the Colonel's Group (AF/DPO) or Air Force Office of General Officer Matters (AFGOMO). HQ AFPC/DPSRP will coordinate these requests through AF/DPO and AFGOMO for a final determination:

7.5.1. Requests for access to MPerRs maintained at the NPRC, St Louis, Missouri by any activity not listed in [Table A8.1](#) require approval by HQ AFPC/DPSRP. Forward such requests (by AF Form 214, **Request for Authorization to Review or Obtain Air Force Master Personnel Records**, or

memorandum) to HQ AFPC/ DPSRP, 550 C Street West, Suite 19, Randolph AFB, TX 78150-4721.

7.5.2. The paper selection record, a component of the MPerR, is not normally loaned outside the organization maintaining it, with the exception of records NPRC maintains.

7.5.3. Who Must Sign AF Form 214 or memorandum request:

- For HQ AFPC offices, the division chief or equivalent level submit to HQ AFPC/DPSRP.
- For offices outside HQ AFPC, division chief or equivalent level. Limit the number of designees to two in each office.

7.5.4. Submit a revised AF Form 214 or letter request to HQ AFPC/DPSRP when adding or deleting designees.

7.5.5. AF Forms 214 or letter requests require annual revalidation. Consider changes submitted according to paragraph 7.5.4. a revalidation. **NOTE:** AFPC offices requesting active duty Air Force MPerRs need only revalidate AF Forms 214 when their office symbols change.

7.6. How to Request MPerRs:

- HQ AFPC users should refer to AFPCI 36-2.
- ARPC users should refer to ARPCR 45-15.
- All others see [Table A8.2](#).

7.7. Who is Authorized Access to MPerFs. USERIDs and password combinations control access to the MPerFs. [Table A8.3](#). shows standard access for routine users. Requests for access not shown in [Table A8.3](#). must be submitted in writing, with justification, to HQ AFPC/ DPDXS, 550 C Street West, Suite 24, Randolph AFB, TX 78150-4726. On approval of requests by functional OPRs, DPDXS updates the system to allow the user the capability to access the desired information and notifies the requester.

7.8. Access to Restricted Data. Several data elements within the MPerFs are restricted from common use. Users may submit their requirement for access to these elements. The OPR determines if the justification is sufficient and grants access by USERID:

7.8.1. Access to records on senior officers (Colonel selectees and above) assigned to the same MAJCOM as the user is controlled by the senior officer management activity for the MAJCOM.

7.8.2. Access to senior officers not assigned to the same MAJCOM as the user is considered to be non-standard access and is determined by either AFGOMO for general officers or AF/DPO for records of colonels or colonel-selectees.

7.8.3. Requests for access to restricted data or non-standard access to senior officers records should be forwarded in writing to HQ AFPC/DPDXS, 550 C Street West, Suite 24, Randolph AFB, TX 78150-4726.

7.9. Forms Prescribed:

- SS Form 5, **Application for a Social Security Card**
- AF Form 10, **Unit Personnel Record Group**
- AF Form 170, **Master Personnel Record (Microfiche Jacket)**

- SF Form 180, **Request Pertaining to Military Records**
- AF Form 214, **Request for Authorization to Review or Obtain Air Force Master Personnel Records**
- AF Form 281, **Notification of Change in Service Member's Official Records**
- AF Form 330, **Records Transmittal/Request**
- AF Form 527, **Officer Command Selection Record Group**
- DD Form 220, **Active Duty Report**
- DD Form 303AF, **Certificate in Lieu of Lost or Destroyed Discharge**
- AF Form 386, **Certificate in Lieu of Lost or Destroyed Discharge (AUS)**
- AF Form 652, **Request for Loan of Master Personnel Record**
- AF Form 681, **Certificate in Lieu of Lost or Destroyed Certificate of Service (AUS)**
- AF Form 682, **Certificate in Lieu of Lost or Destroyed Certificate of Service (USAF)**

MICHAEL D. McGINTY, Lt General, USAF
DCS/Personnel

Attachment 1**GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS*****References***

Executive Order 9397, 22 November 1943

System of Records Notice FO 35 AF MP C

Title 5, United States Code, Section 552a

Title 10, United States Code, Sections 175, 265, 672d, 678, 1041, 8021h, 8038, and 8496

Title 18, United States Code, Section 2071

Title 32, United States Code, Section 708

Title 44, United States Code, Sections 2071 and 3101

Abbreviations and Acronyms

ACRGp—Airman Command Record Group

AD—Active duty

ADSC—Active duty service commitment

ADT—Active duty for training

AETC—Air Education and Training Command

AFIT—Air Force Institute of Technology

AFPC—Air Force Personnel Center

AFO—Accounting and Finance Office

AFRES—Air Force Reserve

AFOSI—Air Force Office of Special Investigations

AFROTC—Air Force Reserve Officer Training Corps

AFSC—Air Force specialty code

ANG—Air National Guard

ANGUS—Air National Guard of the United States

ARC—Air Reserve Component

ARPC—Air Reserve Personnel Center

ARPCR—Air Reserve Personnel Center Regulation

AWOL—Absent without leave

BCMR—Board for Correction of Military Records

BEMO—Base Equipment Management Office

BMT—Basic Military Training

BTZ—Below the zone

CIL—Certificate in lieu

CM—Correspondence and miscellaneous

CMRGp—Command Record Group

CONUS—Continental United States

DAFSC—Duty Air Force specialty code

DAS—Date arrived station

DFAS—Defense Finance and Accounting Service

DFR—Dropped from rolls

DIN—Data identifier number

DODPM—Department of Defense Military Pay and Allowances Entitlements Manual

DOPMA—Defense Officer Personnel Management Act

DOS—Date of separation

DSN—Defense Switched Network

EAD—Extended active duty

EDCSA—Effective date of change of strength accountability

EM—Equipment manager

EPR—Enlisted performance report

ETS—Expiration term of service

FICA—Federal Insurance Contributions Act

FRGp—Field Record Group

GSU—Geographically separated unit

HQ—Headquarters

IADT—Inactive duty for training

IDRL—Individual data review listing

IMA—Individual Mobilization Augmentee

IRR—Individual Ready Reserve

ISRLS—Inactive status reserve list section

JUMPS—Joint Uniformed Military Pay System

MA—Mobilization augmentee

MAJCOM—Major Command

MIA—Missing in action

MPerF—Master Personnel File

MPerR—Master Personnel Record

MPerRGp—Master Personnel Record Group

MPF—Military Personnel Flight

MSO—Military service obligation

NARS—Nonaffiliated Reserve section

NCO—Noncommissioned officer

NCOIC—Noncommissioned officer in charge

NGB—National Guard Bureau

NNRPS—Nonobligated nonparticipating ready personnel section

NPRC—National Personnel Records Center

NPS—Nonprior service

NSR—NCO selection record

OCSRGp—Officer Command Selection Record Group

OPR—Officer Performance Report

OPR—Office of primary responsibility

ORS—Obligated Reserve section

OTS—Officer Training School

PAFSC—Primary Air Force specialty code

PAS—Personnel accounting symbol

PCA—Permanent change of assignment

PCS—Permanent change of station

PDS—Personnel Data System

PERSTRANS—Personnel transaction

PPD—Present for duty

PME—Professional military education

POC—Privately owned conveyance

PTI—Personnel transaction identifier

RegAF—Regular Air Force

RIP—Report of individual personnel

RNLTD—Report not later than date

ROTC—Reserve Officer Training Corps

RRev—Record review

RRL—Record review listing

RRPS—Ready Reserve participating section

SAF—Secretary of the Air Force

SGLI—Servicemen's Group Life Insurance

SSN—Social Security number

TAFMSD—Total active federal military service date

TDRL—Temporary disability retired list

TDY—Temporary duty

TP—Training period

UCMJ—Uniform Code of Military Justice

UHT—Undergraduate helicopter training

UIF—Unfavorable information file

UNT—Undergraduate navigator training

UPRG—Unit Personnel Record Group

UPT—Undergraduate pilot training

USAF—United States Air Force

USAFA—United States Air Force Academy

USAFR—United State Air Force Reserve

USERID—User identification code

U. S. C.—United States Code

UTA—Unit training assembly

VA—Veterans Affairs

VARO—Veterans Affairs Regional Office

Terms

Article 15—For the purpose of this regulation, the term Article 15 refers to the record of nonjudicial punishment administered under the Uniformed Code of Military Justice (UCMJ), Article 15, as reflected on AF Form 3070, Record of Nonjudicial Punishment Proceedings.

Atlas—A versatile inquiry and report generation capability tailored to the needs of personnel data system users.

Command Record Group—This file is the Officer Command Selection Record Group (OCSRGp) or the Airman Command Record Group (ACRGp).

Custodian—Person responsible for making sure records are established, maintained, and disposed of according to this instruction.

Designee—A person who is authorized access to information in master personnel records and is authorized to request master personnel records.

Discharge—Severance from all military status. **EXCEPTION:** For a member of the Air National Guard (ANG), this may mean discharge from the ANG only, with concurrent transfer to the United States Air Force Reserve (USAFR) for the remainder of a military service obligation or enlistment. It does not include dismissal as a result of trial by court-martial or dropped from the rolls of the Air Force under Title 10, U.S.C., Sections 1161(b) or 1163(b).

Extended Active Duty (EAD)—A tour of active military service (usually for more than 90 active duty days) performed by a member of the Air Reserve Components (ARC) when strength accountability changes from the ARC to the active Air Force.

Field Record Group (FRGp)—A set of files containing documents used to manage each person at the unit level. The field record group consists of the unit personnel record group, the health record group, and the personal clothing and equipment record group.

Master Personnel File (MPerF)—The collection of data maintained in automated form at the Air Force Personnel Center (AFPC) and needed by HQ USAF, AFPC, ARPC, and/or the ANG to manage military and civilian members.

Military Personnel Flight (MPF)—The single manager of base-level military personnel systems for all units being serviced--whether on base, geographically separated, or centralized in one location--for maximum economy, efficiency, and service. It is the personnel staff for service units and provides equal service to all supported units. (This term applies to active duty MPFs formerly known as CBPOs.)

Officer Command Selection Record (OCSRGP)—A file containing documents on each officer, except generals, maintained by the MAJCOM in managing assigned officers.

Password—A code of six characters, which is assigned to each user identification code (USERID). The USERID and password combination provides the vehicle for identifying system users, and restricting disk file operations by securing the files against access by users other than owners of the file.

Permanent Document (P)—A document that has legal, historical, or management value, and is kept in the Military Personnel Records System after a person separates.

Personnel Data System (PDS)—A collective term encompassing the total vertical computerized PDS. It is used when a specific subsystem is not being referenced. The system is designed to provide capability for equitable, responsive, uniformly administered, and cost effective management and administration of active duty military, ANG, USAFR, retired, and civilian personnel.

Personnel Transaction Identifier (PTI)—Identifies the controlled personnel management action being accomplished in the PDS.

Release—Separation from a void enlistment or induction not involving a regular discharge.

Release From Active Duty—End of active duty status and transfer or reversion to the USAFR or ANG not on active duty, including the Individual Ready Reserve (IRR).

Relocated (Relocatable) Record—A document or record that is part of a record group that may be kept separately from its parent record group to manage the program or programs it supports.

Reserve of the Air Force—The federal status possessed by members of the ANG and the USAFR.

Separated—A general term that includes discharge, release from active duty, release from custody and control of the Armed Forces, or transfer to Reserve component.

Source Document—The letter, order, form, list, and so on, that records an event or supports a data system entry.

Single Unit Retrieval and Format (SURF)—An on-line function designed to provide single record retrieval capability from selected MPFs (i.e., airman, officer).

Temporary Document (T)—A document that has no legal, historical, or management value to keep it in the MPR System after the member's separation.

Transitory Documents—Documents unique to a MAJCOM or MPF for local management procedures.

USERID—A seven-character code which identifies a user or groups of users to the system. Each USERID has a password and point of contact associated with it.

Attachment 2**MANAGING AND PLACING RECORD DOCUMENTS**

A2.1. Management and disposition instructions for documents and forms listed in this attachment are applicable to personnel on EAD and those assigned to USAFR and ANG forces. Documents and forms that become obsolete through discontinuance, re-titling, renumbering, or replacement, will remain in records folders until normal disposition according to this attachment. If a document contains more than one action, and the final disposition or filing instructions or both differ for each action, the longer disposition period takes precedence. Contact HQ AFPC/DPSRP, DSN 487, extensions 5706 or 5705, for resolution of questionable cases. See notes at end of table for definition of codes appearing in columns B, C, D, and E.

Table A2.1. Managing and Placing Record Documents.

| I T E M | A | B | C | D | E |
|-----------------------------|--|---|----------------------|-----------------------|--|
| | Document or Form, Governing Directive, and OPR | File and Retain as Indicated Below (see note 1) | | | Management and Disposition Instructions |
| | | FRGp (see note 2) | OCS-RGp (see note 3) | MPer-RGp (see note 4) | |
| SECTION I - NUMERICAL FORMS | | | | | |
| 1 | USAFA Form 0-205, Cadet Acceptance Record (AFI 36-2811/ HQ USAF/DPPT) | | | CM(P) | File USAFA Form 0-205 on individuals disenrolled from the US-AFA and ordered to EAD. |
| 2 | ARPC Form 0-235, Statement of Review (ARPCR 11-4/ HQ ARPC/DSMS) | | | CM(P) | |
| 3 | ARPC Form 0-273, Request for Verification of Military Service Paid from Federal Funds (HQ ARPC/DPK) | | | CM(P) | |
| 4 | AFHQ Form 0-2077, Review of Discharge or Separation (AFI 36-3201/ SAF/MI-PC) | | | CM(P) | |
| 5 | DD Form 4-1-2, Enlistment or Re-enlistment Document-Armed Forces of United States (AFIs 36-2002 and 36-2606/HQ AFPC/ DPPAE) | UP- 4(T) | | CM(P) | UP-4: Retain when released from active duty and member has a concurrent assignment to Category A or B USAFR unit. If required, attach the College Senior Engineer Program (CSEP) agreement or the Educational Assistance Test Program (EATP) form letter and statement of understanding, and the GI Bill/Veterans Education Assistance Program (VEAP) waiver statement to the DD Form 4-1-2. See Table A5.4. , rule 4. |

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| 6 | DD Form 4-3, Enlistment or Reenlistment Document (Continuation Sheet) (AFIs 36-2002 and 36-2606/HQ AFPC/DPPAE) | UP-4(T) | | CM(P) | |
| 7 | AF Form 7 (old form) Airman Military Record (AFI 36-2608/HQ AFPC/DPSRP) | | | CM(P) | Form and governing directive are obsolete. Document has legal, historical, or management value. |
| 8 | ECI Form 9, Certificate of Course Completion (ECI Catalog/HQ AETC/DPAE) | UP-R(T) | | | File in AF Form 623. |
| 9 | AF Form 10, Unit Personnel Record Group (AFI 36-2608/HQ AFPC/DPSRP) | Folder (T) | | | |
| 10 | AF Form 11 (old form reproduced copy), Officer Military Record (AFI 36-2608/HQ AFPC/DPSRP) (see note 7) | | | OSR/ CM (P) | Form and governing directive are obsolete. Document has legal, historical, or management value. OSR: Does not pertain to Reserve and ANG Selection Records maintained at ARPC. |
| 11 | ARPC Form 11, Request/Authorization for Discharge/Enlistment/Reenlistment of AFRES Airmen (AFIs 36-2606 and 36-3209/HQ ARPC/DPM) | UP-4(T) | | CM(P) | |

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| 12 | NGB Form 22, Report of Separation and Record of Service in the Air National Guard (ANGR 39-10/ NGB/DP) | UP-3(P) UP- 4(T) | | CM(P) | UP-3: On reenlistment forward to the Adjutant General of the appropriate State, Puerto Rico, Virgin Islands, Guam, or the District of Columbia, as applicable (see Table A5.4 , rule 4). UP-4: File in UPRG when used to serve as source document for prior service members. |
| 13 | AF Form 24, Application for Appointment as Reserves of the Air Force or USAF Without Component , and supporting documents (AFI 36-2005/HQ AFPC/ DPPAE) | | | CM(P) | |
| 14 | NGB Form 26, ANG Military Personnel Performance Rating (ANGR 39-62/ NGB/ DPMM) | UP-2(P) | | CM(P) | On retirement or complete separation (not transfer to another state) forward to ARPC for inclusion in MPerRGp. |
| 15 | ARPC FL 52, Tender of Resignation (AFI 36-3209/ HQ ARPC/DPAD) | | | CM(P) | |
| 16 | AF Form 56, Application for Training Leading to a Commission in the United States Air Force , and supporting documents (AFI 36-2013/HQ AFPC/ DPPAO) | UP-4(T) | | CM(P) | UP-4: Remove 1 year after non-selection. |
| 17 | AF Form 63, Officer Active Duty Service Commitment (ADSC) Counseling Statement (AFI 36-2107/HQ AFPC/ DPPRS) | UP-4(T) | | CM(P) | UP-4: File all ADSCs and remove only when fulfilled. CM: File all ADSCs over 1 year in length. |

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| 18 | ARPC Form 64, Reserve Component Survivor Benefit Plan Election Change (AFR 211-2 (obsolete)/ HQ ARPC/DPAE) | | | CM(P) | |
| 19 | ARPC Form 65, Former Spouse Election Change Declaration Reserve Component Survivor Benefit Plan (RCSBP) (AFR 211-2 (obsolete)/ HQ ARPC/DPAE) | | | CM(P) | |
| 20 | NGB Form 66, Extension of Enlistment in the ANG and as a Reserve of the AF (ANGR 39-09/NGB/DP) | UP-4(T) | | CM(P) | UP-4: On discharge and immediate reenlistment, forward previous copies of NGB Form 66 to HQ AFPC/DPSR, HQ ARPC/DSMF #4400, or the Adjutant General of the State, Puerto Rico, Virgin Islands, Guam, or the District of Columbia, as applicable. |
| 21 | AF Form 71, Air Force General Officer Effectiveness Report (AFI 36-2402/ HQ AFPC/DPPPE) | | | OSR(P) | |
| 22 | AF Form 77 (old form), Company Grade Officers Effectiveness Report (AFI 36-2402/ HQ AFPC/DPPPE) | UP-2A(T) | OC-SR-4 or 4A(T) (see note 5) | OSR/CM (P) | See column E for AF Form 707 |

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| 23 | AF Form 77, Supplemental Evaluation Sheet (AFIs 36-2402 and 36-2403/HQ AFPC/ DPPPE) | UP-2A(O)(T) UP-2(A)(P) | OC-SR-4 or 4A(T) (see note 5) | NSR(P) OSR/ CM (T/P) | UP-2A(O)/OCSR/OSR: AF Form 77 used as a continuation sheet for referral comments to AF Forms 707A and 707B (AFI 36-2402) and AF Forms 910 and 911 (AFI 36-2403) as well as substitutes for missing reports or voids in the record of performance. |
| 24 | ARPC Form 77, Request and Authorization for Reserve Order (AFI 37-128/HQ ARPC/DPA) | | | | Determine placement and retention by the type of action announced on the order. See administrative orders section of this table. |
| 25 | AF Form 78, Air Force General Officer Promotion Recommendation (AFI 36-2402/HQ AFPC/ DPPPE) | | | OSR(P) | |
| 26 | ARPC FL 86, Application for Retired Pay (AFI 36-3203/HQ ARPC/ DPAR) | | | CM(P) | |
| 27 | SF 88, Report of Medical Examination (AFI 48-123/AFMSC/ SGPA) | | | CM(P) | File only medical examination reports conducted in conjunction with entrance into reenlistment, separation, or retirement from the USAF. |
| 28 | NGB Form 89, Proceedings of a Federal Recognition Examining Board (ANGR 39-09/NGB/ DP) | | | CM(P) | |

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| 29 | AF Form 90, Officer Assignment Worksheet (AFI 36-2110/HQ AFPC/DPASP) | UP-4(T) | OC-SR-1(T/R) | | HQ AFPC/DPAI/DPAO is repository for copies forwarded to AFPC according to AFI 36-2110. OCSR(R): The Officer Career Management function at MAJCOM may maintain forms at the option of MAJCOM DP. File AF Form 90 in the OCSR prior to forwarding to another MAJCOM. UP-4: Remove and destroy on receipt of a replacement document or on promotion to colonel. |
| 30 | ARPC Form 92, Appointment Order (AFI 37-128 and ARPC Sup 1/HQ ARPC/DPR) | UP-4(T) | | CM(P) | |
| 31 | DD Form 93, Record of Emergency Data (AFI 36-3002/HQ AFPC/DPWCS) | UP-1 (T/P) | | | Retain the last complete copy for all separated personnel. |
| 32 | SF 93, Report of Medical History (AFI 48-123/AFM-SC/SGPA) | | | CM(P) | File only medical examination reports conducted in conjunction with entrance into, reenlistment, separation, or retirement from the USAF. |
| 33 | AFRES Form 103, Application for Incentive Participation (AFRESR 39-1/HQ AFRES/DPV) | UP-4(T) | | | UP-4: Remove when enlistment/reenlistment for bonus payment expires. |
| 34 | AF Form 104, Service Medal Award Verification (AFI 36-2803/HQ AFPC/DPPPR) | UP-3(P) | | CM(P) | |

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| 35 | AFRES Form 116, Request and Authorization for Discharge and Enlistment of AF Reserve Airmen (AFI 37-128 and AFRES Sup 1/HQ AFRES/ DAPO) | UP-3(P) | | CM (P) | On discharge and immediate reenlistment forward directly to HQ ARPC/DSMP, 6760 E Irvington Place, #4450, Denver CO 80280-4450. |
| 36 | AF Form 118, Refund of Tuition Assistance-Education Services Program (AFI 36-2306/HQ USAF/DPPE) | UP-R(T) | | | |
| 37 | ARPC FL 121, Election of Options (AFI 36-3209/HQ ARPC/DSFA) | | | CM(P) | Applies only to those forms which indicate tender of resignation option. |
| 38 | ARPC FL 122, Election of Options (AFI 36-3209/HQ ARPC/DSFA) | | | CM(P) | Applies only to those forms which indicate tender of resignation. |
| 39 | NGB Form 124 (old form), NGB Consolidated Retirement Record (see AF Form 526) (NGB/DP) | | | CM(P) | Form and governing directive are obsolete. Document has legal, historical, or management value. |
| 40 | AF Form 125, Application for Extended Active Duty with the USAF (AFI 36-2008/HQ AFPC/ DPPAE) | | | CM(P) | |
| 41 | AETC Form 125, Record of Faculty Board Action , when action results in elimination (AETCI 52-3/ HQ AETC/TTPS) | | | CM(P) | On reinstatement of member, remove the file and return to HQ AETC/TTPS, Randolph AFB TX 78150-6000 (for flying training), and to the Technical Training Center indicated on the form for technical training. |

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| 42 | AF Form 131, Application for Transfer to the Retired Reserve (AFI 36-3203/HQ AFPC/DPPR & HQ ARPC/DPAR) | UP-3(P) | | CM(P) | UP-3: When directed by HQ AFPC/DPPRP. |
| 43 | ARPC Form 131, Reserve Order - Officer/Airman Discharge (AFIs 37-128 and 36-3209/HQ ARPC/DPAD) | | | CM(P) | |
| 44 | AF Form 133, Oath of Office (Military Personnel) (AFI 36-2006/HQ AFPC/DPPAO) | | | CM(P) | |
| 45 | AETC Form 136, Medical Service Constructive Pay/Credit Work Sheet (AFIs 36-2005 and 36-2604/HQ AFPC/DPPAOR) | | | CM(P) | |
| 46 | ARPC Form 160, Request for Statement of Service (ARPCR 31-5/HQ ARPC/DSMR) | | | CM(P) | |
| 47 | AF Form 161, Airman Active Duty Service Commitment (ADSC) Counseling Statement (AFI 36-2107/HQ AFPC/DPPRS) | UP-4(T) | | CM(P) | UP-4: File all ADSCs and remove only when ADSC is fulfilled. CM: File all ADSCs over 1 year in length. |
| 48 | ARPC Form 168, Computation for AF Form 526 (AFMAN 36-2622/HQ ARPC/DPK) | | | CM(P) | |

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| 49 | AF Form 170, Master Personnel Record (Microfiche Jacket) (AFI 36-2608/HQ AFPC/DPSRP) | | | Record Jacket (T) | |
| 50 | AF Form 186, Individual Record - Education Services Program (AFI 36-2306/HQ USAF/DPPE) | UP-R(T) | | | |
| 51 | AF Form 188, Statement Relative to Appointment or Enlistment After Removal From TDRL (AFI 36-2902/HQ AFPC/DPPR) | | | CM(P) | |
| 52 | SF Form 189 (obsolete), Classified Information Nondisclosure Agreement (AFI 31-401/HQ AFOSP/SPIB) | | | CM(P) | Form is obsolete. Document has legal, historical, or management value. |
| 53 | AF Form 204, Permissive TDY Request - Operation Bootstrap (AFI 36-2306/HQ USAF/DPPE) | UP-R(T) | | | |
| 54 | DD Form 214, Certificate of Release or Discharge From Active Duty and Narrative Reason for Separation or Retirement and member's reply. (AFI 36-3202/ HQ AFPC/DPPRS) | UP-4(T) | | CM(P) | UP-4: File copy in UPRG when used to serve as source document for prior service members. |

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| 55 | DD Form 215, Correction to DD Form 214, Certificate of Release or Discharge From Active Duty (AFI 36-3202/HQ AFPC/DPPARS) | UP-4(T) | | CM(P) | UP-4: File copy in UPRG when used as source document for prior service members. |
| 56 | AFPC Form 215, Service Creditable Under Sec 1405, 10 U.S.C. (AFI 36-3203/HQ AFPC/DPPRSP) | | | CM(P) | |
| 57 | DD Form 220, Active Duty Report (AFI 36-2608/HQ AFPC/DPSRP) | | | CM (P) | |
| 58 | AF Form 233, Specified Period of Time Contract (AFI 36-2107/HQ AFPC/DPPR) | UP-4(T) | | CM(P) | UP-4: Remove SPTC upon promotion to captain or acceptance of regular appointment or conditional reserve status. |
| 59 | DD Form 261, Report of Investigation Line of Duty and Misconduct Status (AFI 36-2910/HQ AFPC/JA) | | | CM(P) | File complete case in member's MPerRGp. |
| 60 | ARPC Form 271, Retirement Order (AFI 36-3203/HQ ARPC/DPAR) | | | CM(P) | |

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| 61 | AF Form 281, Notification of Change in Service Member's Official Records , includes changes by DD Form 1343, RIPS, correspondence and special orders (AFI 36-2608/HQ AFPC/DPSRP) | UP-4(T) | | CM(P) | UP-4: Remove on discharge; retain for personnel released from active duty. CM: File Original. |
| 62 | AFPC Form 282, Service Date Computation Worksheet (AFPCR 35-6/HQ AFPC/DPPAOR) | | | CM(P) | |
| 63 | AF Form 286, Personnel Reliability Program Certificate (or statement in lieu of) or AF Fm 286a, Notification of Personnel Reliability Program Permanent Decertification Action (AFI 36-2104/HQ AFPC/DPASF) | UP-3(P) | | | Maintain all AF Forms 286 and 286a. Remove only when advised to do so by HQ AFPC/DPSTS. |
| 64 | DD Form 293, Application for the Review of Discharge or Dismissal From the Armed Forces of the United States (AFI 36-3201/SAF/MI-PC) | | | CM(P) | |

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| 65 | SF Form 312, Classified Information Nondisclosure Agreement (AFI 31-401/HQ AFOSP/SPIB) | | | CM(P) | |
| 66 | AF Form 330, Records Transmittal/Request (AFI 36-2608/HQ AFPC/DPSRP) | UP-3(P) UP-4(T) | OC-SR-1(P) | OSR/ NSR/ CM(P) | UP-3, OCSR, OSR, NSR: Permanent for unsuccessful attempts to recover missing records. CM: only those from MPFs sending documents for reconstruction of the MPerRGp and those showing transfer of medical/dental records to VA. |
| 67 | NGB Form 337, Oath of Office (ANGR 36-02/NGB/DP) | UP-4(T) | | CM(P) | UP: File when officer elects to restate the oath of office on promotion. |
| 68 | NGB Form 337b (obsolete), Oath of Temporary Federal Recognition in ANG (ANGR 36-02/NGB/DP) | | | CM(P) | Form is obsolete. Document has legal, historical, or management value. |
| 69 | AF Form 348, Line of Duty Determination (AFI 36-2910/HQ AFPC/JA) | | | CM(P) | File complete case. |
| 70 | NGB Form 348, Line of Duty Determination (ANGR 35-67/ANGSC/SG) | | | CM(P) | |
| 71 | AF Form 352, Computation of Date of Rank on Entry Extended Active Duty (AFI 36-2604/HQ AFPC/DPSRP) | | | CM(P) | |

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| 72 | AF Form 356, Findings and Recommended Disposition of USAF Physical Evaluation Board (AFI 36-2902/ HQ AFPC/DPPD) | | | CM(P) | |
| 73 | AF Form 366, Record of Proceedings of Vacation of Suspended Nonjudicial Punishment (AFI 51-202/AFL-SA/JAJM) | UP- 4(T) | OC-SR-2(T) | OSR/ CM (T/P) NSR(T) | See AF Forms 3070 or 3212. |
| 74 | AFRES Form 394, Request for Reservists Retraining (AFRESR 39-4/ HQ AFRES/ DPTS) (Applicable to US-AFR only.) | UP-4(T) | | | Retain approved form until members attain an awarded skill level commensurate with their grades. |
| 75 | DD Form 398 or 398-2, DoD Personnel Security Questionnaire (AFI 31-501/HQ AFOSP/SPIA) | UP-4(T) | | | If investigation was completed in the past and is not on file, reaccomplishment is not required. Remove when replaced by a more current complete form. EXCEPTION: Retain for personnel released from active duty. |
| 76 | AF Form 405 (old form), Officer Evaluation Policy Advisory (AFI 36-2402/HQ AFPC/ DPPPE) | UP-2A(T) | OC-SR-4 or 4A(T) (see note 5) | OSR/ CM (P) | File on top of latest AF Form 707, 475, or 77 closing earlier than 1 Apr 85. Form is obsolete. Document has legal, historical, or management value. |
| 77 | AF Form 418, Selective Reenlistment Program Consideration (AFI 36-2606/HQ AFPC/ DPPAE) | UP- 3(P) | | CM (P) | Completed for the purpose of SRP actions. Remove and give to individual on date of reenlistment. Forward with permanent documents on separation. |

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| 78 | DD Form 458, Charge Sheet (AFI 51-201/ AFLSA/ JAJM) | UP- 3(P) | | | Remove only by direction of base JA. |
| 79 | AF Form 475, Education/Training Report (AFI 36-2402/ HQ AFPC/DPPPE) | UP-2A(T) (see note 6) | OC-SR-4 or 4A(T) (see note 5) | OSR/ CM (P) | Instructions for AF Forms 77 (old) and 707 apply. |
| 80 | ARPC FL 492A, Notification of Eligibility for Retired Pay at Age 60 and for Participation in the Reserve Component Survivor Benefit Plan (AFI 36-3203/HQ ARPC/DPK) | | | CM(P) | |
| 81 | AF Form 496, Health Professions Scholarship Contract (AFI 41-110/ HQ ARPC/SG) | UP-4(T) | | CM(P) | UP-4: Remove on expiration of active duty service commitment. Form is obsolete. Document has legal, historical, or management value. |
| 82 | AF Form 512, Change of Address/Telephone Number (ANG/ USAFR) (AFI 36-2115/HQ ARPC/DS) | UP-4(T) | | | For ANG and USAFR MPFs, the form will be filed as requested by MPF Chief. |
| 83 | AF Form 519, Engineering and Scientific Career Continuation Pay Agreement (AFR 36-31 (obsolete)/ HQ AFPC/DPASA) | UP- 4(T) | | CM(P) | Form and governing directive are obsolete. Document has legal, historical or management value. |
| 84 | AF Form 522, USAF Ground Weapons Training Data (AFI 36-2226/ HQ AFOSP/ SPOT) | UP-R(T) | | | Maintained at individual's unit. |

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| 85 | AF Form 526, ANG/USAFR Point Credit Summary (AFMAN 36-2622/HQ ARPC/DPK) | UP-4(T) | OC-SR-1(T) | CM(P) | UP-4: For USAFR personnel retain only current report, destroy all others. OSCR: USAFR unit officer: Not maintained in OCSR for officers below the grade of colonel. |
| 86 | AF Form 527, Officer Command Selection Record Group (AFI 36-2608/HQ AFPC/DPSRP) | | Fold-er(T) | | EAD Officer: If officer has concurrent assignment to a Category A or B ANG/USAFR unit, distribute according to table A3.5, otherwise give to officer. Non-EAD Officer: Transfer to applicable agency when transferred from ANG to USAFR or vice versa. Give to officers separating from Category A or B unit. |
| 87 | AF Form 538, Personal Clothing and Equipment Record (AFMAN 23-110/HQ USAF/LEYPS) | CE(T) | | | When individual has concurrent assignment to ANG/USAFR under PALACE CHASE, transfer with FRGp. |
| 88 | AF Form 548, Reserve Retired Pay Order (AFI 36-3203/HQ ARPC/DPAR) | | | CM(P) | |
| 89 | AF Form 553, Amendment/Revocation of Reserve Retired Pay Order (AFI 36-3203/HQ ARPC/DPAR) | | | CM(P) | |
| 90 | DD Form 553, Deserter/Absentee Wanted by the Armed Forces (AFI 36-2911/HQ AFPC/DPWCM) | UP-4(T) | | CM(P) OSR(T) | OSR: Remove from OSR when officer returned to military control. |

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| 91 | ARPC FL 589, Application for Discharge in Lieu of Further Action (AFI 36-3209/HQ ARPC/ DPAS) | | | CM(P) | |
| 92 | AF Form 590, Withdrawal/Reinstatement of Authority to Bear Firearms (AFI 31-207/ HQ AFOSP/SPOT) | UP-3(P) | | | UP-3: File only when form pertains to permanent disqualification. Remove and destroy when reinstatement to bear firearms is approved. |
| 93 | ARPC FL 602, Tender of Resignation in Lieu of Discharge Action (AFI 36-3206/HQ ARPC/DPAS) | | | CM(P) | |
| 94 | DD Form 616, Report of Return of Absentee (AFI 36-2911/HQ AFPC/ DPWCM) | | | CM(P) | |
| 95 | AF Form 620, Colonel Resume (AFI 36-2614/ HQ USAF/DPO) | | OC-SR-1(T) | | |
| 96 | AF Form 623, On-The-Job Training Record , and AF Form 623a, On-The-Job Training Record - Continuation Sheet (AFI 36-2201/ HQ AFPC/DPPAPE) | UP-R(T) | | | Maintained by immediate supervisor. Give to individual concerned when promoted to master sergeant, unless otherwise directed under AFI 36-2202. |
| 97 | AF Form 659, Personal Clothing Claim (AFMAN 23-110/HQ AFLC/ DEH) | UP-4(T) | | | |

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| 98 | AF Form 669, Clothing Certificate for Overseas Processing (AF-MAN 23-110/HQ AFLC/DEH) | UP-4(T) | | | Destroy 90 calendar days after in-processing or on the next records review after the 90-day period. |
| 99 | AF Form 707, Field Grade Officer Effectiveness Report (old form), AF Form 707A, Special Additional Indorsement to AF Form 707 (AFI 36-2402/HQ AFPC/DPPPE) (In addition to forms listed above, this item is applicable to past and future editions of comparable forms); AF Form 77, (cont:) | UP-2(A)(T) (see note 6) | OC-SR-4 or 4 A(T) (see note 5) | OSR/CM (P) | UP-2: WO through Lt Col only (initial establishment effective June 1968) consist of copies of last five reports before that date, including AF Form 475, Education/Training Report . Thereafter, one copy of each report rendered is to be filed. Remove when promoted to colonel or when separated and give to the individual. EXCEPTION: Retain for officers released from active duty. Remove and destroy when voided by action of the Officer Personnel Records Review Board (AFI 36-2401). When voided by action of the Air Force Board for (cont:) |

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| | <p>Supplemental Sheet (old form) to AF Forms 77, 707, 909, 910, 911, and 475; AF Form 77, Supplemental Evaluation Sheet; Efficiency Reports and other comparable forms, of the Uniformed Services to the AF Form 77 (old form) and 707</p> | | | | <p>Correction of Military Records (AFI 36-2603), forward all copies to SAF/MIBR when directed. On non-ART unit assigned officers promoted to colonel, remove and forward to HQ AFRES/DPO.</p> <p>OCSR: On officer's promotion to general officer grade, forward retained reports to AFGOMO, 1040 Air Force Pentagon, Suite 4E212, Washington DC 20330-1040, for final disposition. The Command custodian will destroy the reports when voided by action of the Officer Personnel Records Review Board. When voided by action of the Air Force Board for Correction of Military Records (AFI 36-2603), forward all copies to SAF/MIBR when directed. On non-ART unit assigned officers promoted to colonel, remove and forward to HQ AFRES/DPO.</p> <p>OSR/CM: Remove reports voided by action of the Officer Personnel Records Review Board from the selection folder and file in the board recorder's office until destroyed according to AFI 37-133, vol. 2. Remove reports voided by action of the Air Force Board for Correction of Military Records from the selection folder and submit to the Board Secretariat, with the duplicate and triplicate copies for custody and disposition.</p> |
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| 100 | <p>AF Form 707A, Field Grade Officer Performance Report, AF Form 707B, Company Grade Officer Performance Report (AFI 36-2402/HQ AFPC/DPPPE). (In addition to forms listed above, AF Form 77, Supplemental Evaluation Sheet, is applicable when used as a continuation sheet for a referral report; or an LOE directed to be attached to an evaluation by AFI 36-2402; or by an Air Force advisory.)</p> | UP-2A(T) (see note 6) | OC-SR-4 or 4A(T) (see note 5) | OSR/CM (P) | <p>UP-2: WO through Lt Col only. Remove when promoted to colonel or when separated and give to the individual. EXCEPTION: Retain for officers released from active duty. Remove and destroy when voided by action of the Officer Personnel Records Review Board (AFI 36-2401). When voided by action of the Air Force Board for Correction of Military Records (AFI 36-2603), forward all copies to SAF/MIBR when directed. On non-ART unit assigned officers promoted to colonel, remove and forward to HQ AFRES/DPO.</p> <p>OCSR: On officer's promotion to general officer grade, forward retained reports to AFGOMO, 1040 Air Force Pentagon, Suite 4E212, Washington DC 20330-1040, for final disposition. The Command custodian will destroy the reports when voided by action of the Officer Personnel Records Review Board. When voided by action of the Air Force Board for Correction of Military Records (AFI 36-2603), forward all copies to SAF/MIBR when directed.</p> <p>OSR/CM: Remove reports voided by action of the Officer Personnel Records Review Board from the selection folder and file in the board recorder's office until destroyed according to AFI 37-133, volume 2. Remove reports voided by action of the Air Force Board for Correction of Military Records from the selection folder and submit to the Board's Secretariat, with the duplicate and triplicate copies for custody and disposition.</p> |
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| 101 | AF Form 709, Pro-motion Recommendation (AFI 36-2402/HQ AFPC/DPPPE) | UP-2A(T) | OC-SR-3, 4 or 4A(T)(see note 5) | OSR/CM (T/P) | Manage according to AFI 36-2402. |
| 102 | AF Form 771, Accounting of Disclosures , or correspondence in lieu of. (Records nature of disclosure, name, and address) (AFI 37-132/ SAF/AAD and AFI 36-2608/HQ AFPC/DPSRP) | UP-3(P) | | CM(P) | UP-3: Only those made before 30 May 80. CM: Only for disclosures after discharge or permanent retirement. |
| 103 | AF Form 777, Air Force Reserve Pro-motion Recommendation (AFI 36-2402/HQ AFPC/DPPPE) | | | OSR/CM (T/P) | Manage according to AFI 36-2402, chapter 4. |
| 104 | DD Form 785, Record of Disenrollment From Officer Candidate - Type Training (AFI 36-2012/HQ AFPC/DPPAE) | UP-3(P) | | | Remove only on successful completion of USAF sponsored program which results in an appointment as a commissioned officer. |
| 105 | AETC HQ Form 792, Nonprior Airman Assignment Preference Statement (AFI 36-2110/HQ AFPC/DPSFM) | UP-4(T) | | | Remove when first duty station completes AF Form 392. |
| 106 | DD Form 803, Certification of Termination (AFI 36-3005/HQ AFPC/DPST) | UP-4(T) | | | Remove on receipt and filing of a second or subsequent DD Form 802 approved by DFAS. Retain in relocation folder upon separation. |

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| 107 | DD Form 877, Request for Medical/Dental Records or Information (AFI 41-202/HQ USAF/SGHA) | | | CM(T) | Remove on return of loaned records. |
| 108 | AF Form 899, Request for Authorization for Permanent Change of Station - Military (AFI 37-128/HQ AFPC/DPSFM) | UP-4(T) | | | Retain certified copy until next PCS. |
| 109 | AF Form 901, Reenlistment Eligibility Annex to DD Form 4 (AFI 36-2606/HQ AFPC/DPPAE) | UP-4(T) | | CM (P) | UP-4: EXCEPTION: Retain when released from active duty and member has a concurrent assignment to a category A or B USAFR unit. |
| 110 | AF Form 910, Enlisted Performance Report (AB thru TSgt) , and AF Form 911, Senior Enlisted Performance Report (MSgt thru CMSgt) (AFI 36-2403/HQ AFPC/DPPPE)(In addition to forms listed above, this item is applicable to obsolete AF Form 909 and previous editions of AF Forms 910 and 911.) | UP-2(P) | | CM/NSR (P) | On complete separation from EAD and USAFR, forward a copy (or original when available) of each EPR for inclusion in the MPerRGp. However, if member separates from EAD and remains as a Reserve of the Air Force then the EPRs remain on file in the UPRG as permanent documents. CM: Officers with former enlisted service. NSR: (EAD only) Originals for grades of master sergeant, senior master sergeant, and chief master sergeant. |
| 111 | AF Form 938, Request and Authorization for Active Duty Training/Active Duty Tour (AFI 37-128/SAF/AADQ) | | | CM(P) | Retain only those documents which provide evidence of TDY to Southeast Asia (SEA) or Southwest Asia during Operation Desert Storm/Shield, or if travel was outside CONUS. |

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| 112 | AF Form 944, Medical Certificate for Conditional Reserve Status and Regular Appointment (AFI 36-2610/HQ AFPC/DPP-POC) | | | CM(P) | |
| 113 | AF Form 964, PCS, TDY or Training Declination Statement (AFI 36-2110/HQ AFPC/DPAIP) | UP-4(T) | | | Remove on reenlistment for first term airmen. Remove on separation or retirement. |
| 114 | AF Form 965, Overseas Tour Election Statement (AFI 36-2110/HQ AFPC/DPAIP) | UP-4(T) | | | Remove on completion of overseas tour. |
| 115 | AF Form 973, Request and Authorization for Change of Administrative Orders (AFI 37-128/SAF/AADQ) | UP-4(T) UP-3(P) UP-2(T/P) | | CM(P) | UP-4/3: File and dispose of according to the document being amended. CM: Only changes to documents indicated (P) in column D of this table. |
| 116 | AF Form 1034, Extended Active Duty Agreement (Officer Training School) United States Air Force Reserve (AFI 36-2002/HQ AFPC/DPPAE) | UP-4(T) | | CM(P) | UP-4: Remove on completion of first enlistment. |
| 117 | AF Form 1056, Air Force Reserve Officer Training Corps Contract (AFI 36-2011/HQ USAF/DPPE) | UP-4(T) | | CM(P) | UP-4: Remove on completion of initial active duty service commitment. |

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| 118 | AF Form 1160, Military Retirement Actions (AFI 36-3203/ HQ AFPC/DPPRS) | UP-4(T) UP-3(P) | | CM(P) | UP-3: When used as an application for voluntary retirement, or to show intent to retire on mandatory date. UP-4: When used as a request for waiver of restriction, withdrawal of application, change of retirement month, or consideration for 10 percent increase for extraordinary heroism. Remove on effective date of retirement or notification of disapproval. |
| 119 | AF Form 1172, Certificate of Medical Officer (AFI 41-201/ HQ USAF/ SGHM) | | | CM(P) | |
| 120 | AF Form 1174, Notification of Next-of-Kin of Formal Hearing , or comparable forms (AFI 36-2902/HQ AFPC/ DPPD) | | | CM(P) | |
| 121 | AF Form 1177, Notification to Member of Formal Hearing (AFI 36-2902/HQ AFPC/ DPPD) | | | CM(P) | |
| 122 | AF Form 1180, Action on Physical Evaluation Board Findings and Recommended Disposition (Informal Hearing) (AFI 36-2902/HQ AFPC/ DPPD) | | | CM(P) | |
| 123 | AF Form 1185, Statement of Record Data (AFI 36-2902/HQ AFPC/ DPPD) | | | CM(P) | |

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| 124 | AF Form 1186, Retention in Limited Assignment Status (AFI 36-2902/HQ AFPC/DPPD) | | | CM(P) | |
| 125 | AF Form 1229, Application for Conditional Reserve Status (AFI 36-2610/HQ AFPC/DPPPOC) | | | CM(P) | |
| 126 | AF Form 1265, Data for Payment of Retired Air Force Personnel (AFI 36-3006/HQ AFPC/ DPPRAR) | UP-3(P) | | | Form is obsolete. Document has legal, historical, or management value. |
| 127 | AF Form 1266, Survivor Benefit Plan (SBP) Election (AFI 36-3006/HQ AFPC/ DP-PRAR) | UP-3(P) | | | Form is obsolete. Document has legal, historical, or management value. |
| 128 | AF Form 1276, Survivor Benefit Plan (SBP) Notification and Concurrence (AFI 36-3006/HQ AFPC/ DPPRAR) | UP-3(P) | | | Form is obsolete. Document has legal, historical, or management value. |
| 129 | AF Form 1288, Application for Ready Reserve Assignment (AFI 36-3205/HQ AFPC/ DPPRSR and AFI 36-2115/HQ AFRES/DPR) | UP-4(T) | | | Maintained as long as the member is assigned to approved requested position. For PALACE CHASE applicants remove at first RRev after disapproval. For ANG: Remove after first RRev or when purpose has been served. |

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| 130 | AF Form 1299, Officer's Certificate of Statement of Service (AFMAN 36-2622/HQ AFPC/DPSFM and AFI 36-2608/HQ AFPC/DPSRP) | UP-4(T) | | CM(P) | UP-4: Remove when replaced by DD Form 1613. |
| 131 | DD Form 1351-2, Travel Voucher or Subvoucher (AFI 36-2608/HQ AFPC/DPSRP and AFM 177-103/DFAS-DE/PGA) | UP-3 | | CM(P) | UP-3: Retain only those documents which provide evidence of TDY to SEA, or Southwest Asia during Operation Desert Storm/Shield or if travel was outside CONUS. CM: When travel voucher serves to determine EAD date file copy in the MPerRGp (see AFI 36-2608, para 3.3). |
| 132 | DD Form 1360, Motor Vehicle Operator Qualifications and Record of Licensing, Examination and Performance (AFI 24-301/HQ USAF/LETN) | UP-R(T) | | | Manage according to AFI 24-301. When a driver evaluation section does not service a GSU or unit, record custodians appointed according to paragraph 2.1.2.3 maintains the record. |
| 133 | AF Form 1365, Notification to Member of Formal Hearing in Absentia (AFI 36-2902/HQ AFPC/DPPD) | | | CM(P) | |
| 134 | AF Form 1371, Statement of Declination of Regular Air Force Appointment (AFI 36-2610/HQ AFPC/DPP-POC) | | | CM(P) | |

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| 135 | SF 1402, Certificate of Appointment or Cancellation Memorandum (AF FAR Sup 1.603-3) | UP-3(P) | | | |
| 136 | AF Form 1411, Extension or Cancellation of Extensions of Enlistment in the Regular Air Force/Air Force Reserve (AFI 36-2606/HQ AFPC/ DPPAE) | UP-4(T) | | CM(P) | UP-4: Remove on reenlistment. |
| 137 | DD Form 1435, COMSEC Maintenance Training and Experience Record (AFI 21-109/AFCSDO) | UP-R(T) | | | Maintained as part of the AF Form 623. |
| 138 | AF Form 1466, Request for Family Member's Medical and Education Clearance for Travel (AFI 24-101/HQ USAF/LGTT) | UP-4 (T) UP-3(P) | | | UP-4: Remove when sponsor returns to CONUS on PCS. UP-3: Retain copies used to support pay matters (overseas incentive extension bonus program or special compensation pay). |
| 139 | AF Form 1566, WAPS Test Verification (AFI 36-2605/HQ AFPC/DPSFM) | UP-4 (T) | | | When two forms are issued during a single promotion cycle, retain both forms until superseded by a new form during the next promotion cycle. |
| 140 | AF Form 1581, Survivor Benefit Plan Election Statement for Former Spouse Coverage (AFI 36-3006/HQ AFPC/DPPRAR) | UP-3(P) | | | |

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| 141 | DD Form 1610, Request and Authorization for TDY Travel of DoD Personnel (AFI 36-2608/HQ AFPC/DPSRP) | UP-3 (P) | | | File only TDY orders in support of Desert Shield/Storm, and relief efforts in Somalia and Bosnia, and any other TDY orders pertaining to exercises in overseas areas. Forward with permanent documents on separation. |
| 142 | AF Form 1613, Statement of Service (and comparable departmental forms) (AFI 36-2604/HQ AFPC/DPSRP) | UP-4(T) | | CM(P) | UP-4: Remove when replaced by a later issued form. |
| 143 | DD Form 1882, Survivor Benefit Plan Election Change (AFI 36-3006/HQ ARPC/DPR/DP) | | | CM (P) | Only election forms completed by Air Force Reserve/ANG members who will be eligible for retired pay at age 60. |
| 144 | DD Form 1883, AF Survivor Benefit Plan Election Certificate (AFI 36-3006/HQ ARPC/DPR/DP) | | | CM (P) | Only election forms completed by Air Force Reserve/ANG members who will be eligible for retired pay at age 60. |
| 145 | DD Form 1966, Record of Military Processing-Armed Forces of the United States (AFI 36-2002/HQ AFPC/DPPAE) | UP-4 (T) | | | Remove on discharge/retirement. Retain for personnel released from active duty and transferred to the Reserves. |
| 146 | AF Form 2030, USAF Drug and Alcohol Abuse Certificate (AFI 36-2002/HQ AFPC/DPPAE) | UP-4 (T) | | | Remove on completion of initial service obligation. For ANG: Retain until superseded. If forms have been screened out under the prior AFI 36-2608, reaccomplishment is not required solely for filing purposes. |

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| 147 | AF Form 2036, Survivor Benefit Plan (SBP) Spouse Concurrence Statement (AFI 36-3006/HQ AFPC/DPPEAR) | UP-3(P) | | | Form is obsolete. Document has legal, historical, or management value. |
| 148 | AF Form 2037, Request for Waiver of Spouse Concurrence in Survivor Benefit Plan (SBP) Election (AFI 36-3006/HQ AFPC/DPPEAR) | UP-3(P) | | | |
| 149 | DD Form 2057, Contributory Educational Assistance Program - Statement of Understanding (AFI 36-2306/HQ USAF/DPPE) | UP-3(P) | | | Form is obsolete. Document has legal, historical, or management value. |
| 150 | DD Form 2057-1, Educational Assistance Program - Statement of Understanding (AFI 36-2306/HQ USAF/DPPE) | UP-3(P) | | | Form is obsolete. Document has legal, historical, or management value. |
| 151 | DD Form 2057-2, Loan Forgiveness - Statement of Understanding (AFI 36-2306/HQ USAF/DPPE) | UP-3(P) | | | Form is obsolete. Document has legal, historical, or management value. |
| 152 | DD Form 2057-3, Non-Contributory Educational Assistance Program (AFI 36-2306/HQ USAF/DPPE) | UP-3(P) | | | Form is obsolete. Document has legal, historical, or management value. |

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| 153 | DD Form 2057-4, Loan Repayment - Statement of Understanding (used by USAFR only) (AFI 36-2306/ HQ USAF/DPPE) | UP-3(P) | | | Form is obsolete. Document has legal, historical, or management value. |
| 154 | DD Form 2057-5, Federal Student Loan Confirmation (AFI 36-2306/ HQ USAF/DPPE) | UP-3(P) | | | Form is obsolete. Document has legal, historical, or management value. |
| 155 | AF Form 2096, Classification/ On-The-Job Training Action , or RIPs in Lieu of (AF- MAN 36-2622/HQ AFPC/DPSFM) | UP-4(T) UP- 3(P) | | CM(P) | UP-3: Retain to support pay matters (proficiency pay, promotion, incentive pay, special duty assignment pay, or enlistment order). UP-4: For all actions other than those above. Remove when all actions included thereon have been superseded or expired. NOTE: Use PCS RIP (MPFMPF) as a source document for PCA actions in lieu of AF Form 2096 for enlisted members only, as long as the PCA does not also award the individual a new AFSC. EXCEPTION: Retain form directing retraining until member attains a skill level in the new AFSC commensurate with current grade. Remove when member is removed from retraining status. Retain for personnel released from active duty. CM: When used as enlistment order or to show AFSC conversion or upgrade. |

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| 156 | AF Form 2098, Duty Status Change , or RIPs in Lieu of (AFMAN 36-2622/HQ AFPC/DPSFM) | UP-4(T) | | CM(P) | UP-4: Retain copy until reenlistment or separation. CM: Forward original AF Form 2098 to HQ AFPC/DPSRI1, HQ ARPC/ DSMP, or Adjutant General of the State, Puerto Rico, Virgin Islands, Guam, or the District of Columbia. |
| 157 | DD Form 2329, Record of Trial by Summary Court-Martial (AFI 51-201/ AFL-SA/JAJM) | UP-4(T) | | CM(P) | UP: Remove 6 years after date of the action of the convening authority (Block 13, DD Form 2329, Aug 84). |
| 158 | DD Form 2366, Montgomery GI Bill Act of 1984 (MGIB) (AFI 36-2306/HQ USAF/DPPE) | UP-4(T) | | CM(P) | UP: Remove and give to member on retirement or discharge. |
| 159 | DD Form 2384-1, Notice of Basic Eligibility (NOBE) (AFI 36-2306/HQ USAF/DPPE) | UP-3(P) | | | |
| 160 | DD Form 2494/2494-1, TRI-CARE-Active Duty Family Member Dental Plan (FMDP) Election Forms (AFI 36-3025/HQ AFPC/DPSTS) | UP-1(T) | | | |

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| 161 | DD Form 2580, Operation Transition Department of Defense Outplacement and Referral Systems/ Public and Community Service Individual Application (AFI 36-3022/HQ AFPC/DPPRAT) | UP-3(P) | | | Forward with permanent documents on separation. |
| 162 | AF Form 2587, Security Termination Statement (AFI 31-401/HQ AFOSP/SPIB) | UP-3(P) | | | Manage as prescribed by AFI 31-401. |
| 163 | AF Form 2630, PALACE CHASE IRR/Selected Reserve Service Contract (AFI 36-3205/HQ AFPC/DP-PRSR) | UP-4(T) | | CM(P) | UP-4: Form is obsolete. Document has legal, historical, or management value. |
| 164 | AF Form 2631, PALACE CHASE Statement of Understanding/ Contract (AFI 36-3205/HQ AFPC/DP-PRSR) | UP-4(T) | | CM(P) | UP-4: Remove on expiration of contract. |
| 165 | DD Form 2648, Pre-separation Counseling Checklist (AFI 36-3022/HQ AFPC/DP-PRAT) | UP-3(P) | | | Forward with permanent documents on separation. |
| 166 | DD Form 2656, Data for Payment of Retired Personnel (AFI 36-3006/HQ AFPC/DP-PRAR) | UP-3(P) | | | |

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| 167 | AF Form 2731, Sub-stance Abuse Reorien-tation and Treatment Pro-gram Disposition (AFI 36-2701/HQ AFPC/DPSFS) | UP-3(P) | | | |
| 168 | AF Form 3005, Guar-anteed Apti-tude AreaEnlist-ment-AgreementNon- Prior Service -United States Air Force (AFI 36-2002, HQ AFPC/DPPAE) | UP-4(T) | | CM(P) | UP-4: Remove on reenlistment. |
| 169 | AF Form 3006, Enlistment Agree-ment-Prior Ser-vice/Active USAFR/ANG - United States Air Force (AFI 36-2002/HQ AFPC/DPPAE) | UP-4(T) | | CM(P) | UP-4: Remove on reenlistment. |
| 170 | AF Form 3007, Guaranteed Train-ing Enlistment Agreement-Non-Prior Service - United States Air Force (AFI 36-2002/HQ AFPC/DPPAE) | UP-4(T) | | CM(P) | UP-4: Remove on reenlistment. |
| 171 | AF Form 3008, Supplement to En-list-ment Agree-ment - United States Air Force (AFI 36-2002/HQ AFPC/DPPAE) | UP-4(T) | | CM(P) | UP-4: Remove on reenlistment. |

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| 172 | AF Form 3009, Change to Enlistment Agreement - United States Air Force (AFI 36-2002/HQ AFPC/DPPAE) | UP-4(T) | | CM(P) | UP-4: Remove on reenlistment. |
| 173 | AF Form 3010, Statement of Understanding, Dependent Care Responsibilities (AFI 36-2002/HQ AFPC/DPPAE) | UP-4(T) | | | For enlisted personnel, remove the form on reenlistment. For officer personnel, remove on completion of ADSC. |
| 174 | AF Form 3027, PALACE CHASE Mobilization Aug-mentee Selected Reserve Service Contract (AFI 36-3205/HQ AFPC/DPPRSR) | UP-4(T) | | CM(P) | UP-4: Remove on expiration of contract. Form is obsolete. Document has legal, historical, or management value. |
| 175 | AF Form 3028, PALACE CHASE "Category A" Unit Selected Reserve Service Contract (AFI 36-3205/HQ AFPC/DPPRSR) | UP-4(T) | | CM(P) | UP-4: Remove on expiration of contract. Form is obsolete. Document has legal, historical, or management value. |

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| 176 | AF Form 3070, Record of Nonjudicial Punishment Proceedings , or correspondence pertaining to appeals, suspension, mitigation, remission, and setting aside of sentence (AFI 51-202/ AFLSA/JAJM) | UP-4(T) | OC-SR-2(T) | NSR(T) OSR(T/P) CM(P) | UP-4: File only AF Form 3070 reflecting a demotion in grade. MPF/ Customer Service must mask or block out the nature of offense shown in Section 1 of AF Form 3070 before filing in the UPRG. Remove on next promotion, demotion, or separation. OSR/OCSR: File only after the commander or review authority's determination (AFI 36-2608, para 2.5). Retain until one IPZ or APZ promotion consideration has been afforded and upon receipt of an approved appeal authorizing its removal. Remove when member retires, separates (without immediate return or continuation on active duty), or dies; or punishment is set aside under UCMJ, Article 15(d) or (e). NSR: Remove and destroy 2 years after effective date of punishment or after one senior NCO evaluation board. |
| 177 | VA Form 21-3101, Veterans Administration Request for Information (SAF/ AAD) | | | CM(P) | |
| 178 | DA Form 3180, Personnel Screening and Evaluation Record (AFI 36-2104/HQ AFPC/ DPASF) | UP-3(P) | | | Remove only when advised to do so by HQ AFPC/DPASF. |

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| 179 | AF Form 3212, Record of Supplementary Action Under Article 15, UCMJ (AFI 51-202/AFLSA/JA-JM) | UP-4(T) | OSCR-2(T) | NSR(T) OSR(T/P) CM(P) | UP-4: File as an attachment to AF Form 3070. Remove on next promotion, demotion or separation. OSR/OCSR: File as an attachment to AF Form 3070 if the commander or review authority's determination under AFI 36-2608, paragraph 2.5. , results in decision to file this document in these record groups. Retain until one IPZ or APZ consideration has been afforded and upon receipt of an approved appeal authorizing its removal. Remove when member retires, separates (without immediate return or continuation on active duty), or dies; or punishment is set aside under UCMJ, Article 15(d) or (e). NSR: Remove and destroy 2 years after effective date of punishment or after one senior NCO evaluation board. |
| 180 | AF Form 3538, Retention Recommendation (AFI 36-3203/HQ AFPC/DPPAR) | | | OSR(T) CM(P) | Temporarily included in the OSR and removed within 30 days after board; forwarded to HQ AFPC/DPSRM for archiving. |
| 181 | SGLV Form 8286, Servicemen's Group Life Insurance Election and Certificate (AFI 36-3008/HQ AFPC/DPWCS) | UP-1(P) | | | |
| 182 | VA Form 22-1990, Application for Educational Benefits (AFI 36-2306/HQ AETC/DPAE) | UP-R(T) | | | |

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| 183 | PS Form 3811, Return Receipt, Registered, Insured, and Certified Mail , and PS Form 3811a, Request for Return Receipt (after mailing) (HQ ARPC/ DP AE) | | | CM(P) | Retain forms which document receipt of Reserve Components Survivor Benefit Plan mailing. |
| 184 | PS Form 3817, Certificate of Mailing (HQ ARPC/ DP AE) | | | CM(P) | Retain forms which document mailing of Reserve Components Survivor Benefits Plan notification. |
| 185 | SGLV Form 8285, Request for Insurance (Servicemen's Group Life Insurance) (HQ AFPC/ DPWCS) | UP-1(T) | | | Manage according to AFI 36-3008. UP-1: Retain a copy pending approval/disapproval by the Office of Servicemen's Group Life Insurance (OSGLI). Remove copy on receipt of reply from OSGLI. |
| 186 | VA Form 29-8286, Servicemen's Group Life Insurance Election , or interim form containing an SGLI election (AFI 36-3008/ HQ AFPC/ DPWCS) | UP-1(P) | | | Form is obsolete. Document has legal, historical, or management value. |
| SECTION II - BOARDS AND PROCEEDINGS | | | | | |
| 187 | Air Force Discharge Review Board (final action) (AFI 36-3201/ SAF/MI-PC) | | | CM(P) | DD Form 293, Discharge Review Board Findings and DRB minority reports will be incorporate into the MPerRGp. Store all other records separate from the MPerRGp and destroy after 75 years. |

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| 188 | Secretary of the Air Force Directive issued under AFI 36-2603, AF Board of Correction of Military Records, or letter announcing administrative correction of records (staff action not referred to board) under AFI 36-2603/SAF/MICB) | UP-3(P) | | CM(P) | UP-3: File directives pertaining to proficiency pay, enlisted promotions, and leave in the UPRG. File directives pertaining to other categories only when directed by AFPC. |
| 189 | Aviation Service and Parachutist Action. (Final action) (AFI 36-2214/HQ USAF/ XOOTV) | | | CM(P) | File all documents pertaining to (1) qualification (aeronautical re-evaluation boards only), disqualification (including suspension), and requalification for aviation service to include flying evaluation boards, fear of flying, voluntary requests, drug abuse (2) authorization for or removal from parachute jump status. EXCEPTION: Disqualification (including suspension) and requalification (other than flying evaluation boards) for aviation service and removal from parachute jump status for medical reasons. |
| 190 | Physical Evaluation Board (PEB) (AFI 36-2902/HQ AFPC/DPPD) | | | CM(P) | |
| 191 | Administrative Discharge Case Finalized by SAF resulting in discharge (AFIs 36-3206 and 36-3208/HQ AFPC/DPPRP and AFI 36-3209/HQ USAF/REPX) | | | CM(P) | |

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| 192 | AF Disability Review Board (final action) (AFI 36-2902/ SAF/ MIPC and HQ AFPC/DPPD) | | | CM(P) | |
| 193 | Approved separation under AFI 36-3208, or one of the regulations superseded by AFRs 35-66, 39-3, 39-15, 39-16, 39-17, 39-18, 39-21, 39-22, and 39-23. (AFI 36-3208/HQ AFPC/DPPRP) | | | CM(P) | Retain all proceedings that result in discharge and others containing information indicating the possible existence of a physical or mental defect. |
| 194 | A discharge suspended for probation and rehabilitation and subsequently vacated and member discharged (AFI 36-3208/HQ AFPC/DPPRP) | UP-3(P) | | | |
| 195 | A discharge suspended for probation and rehabilitation and approval for discharge is subsequently canceled (AFI 36-3208/ HQ AFPC/DPPRP) | UP-4(T) | | | Retain a copy of the terms and a copy of the discharge authority's approval letter of the Probation and Rehabilitation until completion of probation and rehabilitation. Remove when the suspended involuntary separation is permanently canceled. |
| 196 | Disposition Board (final action) AFI 36-3207/ HQ AFPC/ DPPRP) | | | CM(P) | |
| 197 | Administrative Demotion Case File (final action) (AFI 36-2503/ HQ AFPC/DPPPW) | UP-4(T) | | CM(P) | UP-4: Retain correspondence pertaining to demotion action which finally resulted in an airman's retention in the present grade until the end of current enlistment, then destroy. |

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| 198 | Faculty Board when final action results in elimination (AETCI 52-3/HQ AETC/TTPS) | | | CM(P) | On reinstatement of the member remove the entire file and return to HQ AETC/TTPS, for flying training, and to the Technical Training Center indicated on the AETC Form 125a for technical training. |
| 199 | Final approval of Secretary of the Air Force Clemency and Parole Board (AFI 36-3201/SAF/MIPC) | | | CM(P) | |
| 200 | Board of Officers (final action) (AFI 51-602/ AFLSA/ JACM) | | | CM (P) | |
| 201 | Medical Board (AFI 41-201/HQ USAF/ SGHA) | | | CM(P) | |
| SECTION III - CORRESPONDENCE PERTAINING TO: | | | | | |
| A. Assignments | | | | | |
| 202 | Approved application for follow-on/home-basing assignment (AFI 36-2110/HQ AFPC/DPAIP) | UP-4(T) | | | Remove when reassigned to the follow-on or home-basing location. |
| 203 | Correspondence relative to reassignment, curtailment, restriction from certain overseas areas and international or administrative hold (AFI 36-2110/HQ AFPC/DPAIP) | UP- 4(T) | | | Remove when separated by initiating authority. Items without specific controls will be retained for 12 to 18 months and monitored by HQ AFPC/ DPAIP. EXCEPTION: Retain for personnel released from active duty when not previously released by the initiating authority. |
| 204 | Active Duty Service Commitment (AD-SC) counseling statement (AFI 36-2107/HQ AFPC/DPPRS) | UP-4(T) | | CM(P) | UP-4: Remove when ADSC is fulfilled. CM: File all ADSCs over 1 year in length. |

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| 205 | Statement by obligated reservist required when reassignment is caused by change of residence (AFI 36-2115/HQ ARPC/DP) | UP-4(T) | | | Remove on satisfaction of obligation, reassignment to Category A or B program, or on termination of military status. |
| 206 | Sole Surviving Son/Daughter Assignment Limitation Application/Approval (AFI 36-2110/HQ AFPC/DPAIP) | UP-4(T) | | | Remove on reenlistment or voluntary extension of enlistment. |
| 207 | Correspondence approving Humanitarian/EFMP Reassignment and/or Deferment (AFI 36-2110/HQ AFPC/DPAIP) | UP-4(T) | | | Remove 18 months after final action on request for Humanitarian/EFMP reassignment or deferment. |
| 208 | Command Sponsorship and/or Change of Tour Election (AFI 36-2110/ HQ AFPC/DPAIP) | UP-4(T) | | | Remove when superseded or on arrival at CONUS unit of assignment. |
| 209 | Assignment Limitation Statement (Unauthorized Launch Study) (AFI 91-306/HQ AFSA/SENA) | UP-3(P) | | | |
| 210 | Home-Base and Follow-On Programs Declination Memorandum (AFI 36-2110/ HQ AFPC/DPAIP) | UP-4(T) | | | Remove Memorandum upon arrival at first duty station after overseas tour. |
| 211 | USAFA Pilot Indoctrination Program Waiver (AFR 51-3/HQ USAF/DPPTF) | | | CM(P) | |

| B. Decorations/Awards/Badges | | | | | |
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| 212 | Approval/Disapproval by SAF concerning extraordinary heroism (AFIs 36-3203 and 36-2803/HQ AFPC/ DPPAR and DPPPR) | | | CM(P) | |
| 213 | Citations for approved decorations (AFI 36-2803/HQ AFPC/ DPPPR) | UP-2(T/P) | | OSR/NSR (P) | NSR: 1 Jan 67 and after for master sergeant, senior master sergeant, and chief master sergeant. UP-2: Temporary for master sergeant through chief master sergeant and officers. Permanent for airman basic through technical sergeant. Permanent for ANG personnel not on EAD, (all grades), file immediately below the order to which it pertains (Refer to item 324). |
| 214 | Notification memorandum to recipients of special trophies and awards (AFI 36-2805/ HQ AFPC/DPPPRS) | UP- 3(P) | | | |
| 215 | Denial of Good Conduct Medal (AFI 36-2803/HQ AFPC/ DPPPR) | UP-3(P) | | | |
| 216 | Memorandum of certification authorizing wear of Combat Readiness Medal (AFI 36-2803/ HQ AFPC/DPPPR) | UP-3(P) | | | |
| 217 | Disapproved Citation for Recommended Decoration (AFI 36-2803/ HQ AFPC/ DPPPR) | | | CM(P) | |

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| 218 | Memorandum Revoking or Prohibiting Wear of a Specialty Badge (Appropriate Directive/ HQ AFPC/ DPSFM and DPSRP) | UP-3(P) | | | |
| 219 | Confirmation memorandum from commander of cited unit for award of the PUC/ AFOUA/ AFOEA to personnel in an attached status (AFI 36-2803/HQ AFPC/ DPPPR) | UP-4(T) | | | Destroy once information is included on AF Form 104. |

C. Education And Testing

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|------------|--|---------|------------|--------|---|
| 220 | Memorandum, nonattendance of service schools due to operational requirements and humanitarian deferment in member's last year of eligibility (AFI 36-2301/HQ USAF/ DPPE) | | OC-SR-1(T) | OSR(P) | |
| 221 | Any document substantiating declination of offered PME without prejudice (SOS only) (AFI 36-2301/HQ USAF/ DPPE) | | OC-SR-1(T) | | Remove when officer's TAFCS exceeds 7 years or officer has greater than 4 years time-in-grade as captain if on EAD. |
| 222 | Diploma/course completion certificate for Airman Leadership School (AFI 36-2301/ HQ USAF/DPPE) | UP-4(T) | | | Remove on promotion to staff sergeant. |

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| 223 | Statement by member declining resident NCO or SNCO academy attendance (AFI 36-2301 HQ USAF/DP) | UP-3(P) | | | |
| 224 | Memorandum of ineligibility for offered Professional Military Schooling as a result of promotion to a higher grade than is authorized for selected school attendance (AFI 36-2301/HQ USAF/ DPPE) | | OC-SR-1(T) | OSR (P) | |
| 225 | Armed Forces Classification Test (AFCT) Results Listings or Memorandum (AFI 36-2626/HQ AFPC/ DPPAPE) | UP-4(T) | | | Retain for personnel transferred to the USAFR or ANG. |
| 226 | Declination Statement for Approved Retraining Request (AFI 36-2626/HQ AFPC/ DPPAET) | UP-4(T) | | | Retain for the duration of current enlistment, including extensions thereto. |
| 227 | Test Results Memorandum or Listing (AFI 36-2605/HQ AFPC/ DPPAPE) | UP-4(T) | | | Retain for personnel transferred to the USAFR or ANG. |
| D. Military Status | | | | | |
| 228 | Special authority for enlistment (AFIs 36-2002 and 36-2606/HQ AFPC/ DPPAE and AFRESI 36-2001/HQ AFRES/RS) | UP-4(T) | | CM(P) | UP-4: Remove on completion of current enlistment. |

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| 229 | Notification of change in Reserve assignment (AFI 36-2115/HQ ARPC/DP) | UP-4(T) | | | Remove when new assignment orders are published. |
| 230 | Correspondence initiated according to AFI 36-2911/ (HQ AFPC/ DP-WCM) | UP-3 (P) | | CM(P) | UP-3: On reenlistment, forward according to Table A5.4. , rule 4. |
| 231 | Memorandum Acknowledging Individual Ready Reserve Requirement (AFI 36-2102/HQ AFPC/ DPSF) | UP-3(P) | | | |
| 232 | Request for retention beyond expiration of enlistment or required service (AFI 36-2402/ HQ AFPC/DPPRS) | UP-4(T) | | CM(P) | UP-4: Remove on reenlistment. |
| 233 | High Year of Tenure (HYT) correspondence (AFI 36-2110/HQ AFPC/ DPAIP) | UP-4(T) | | | |
| 234 | Enlistment Application for ANG Band (ANGR 39-09/ NGB/DP) | UP-4(T) | | CM(P) | |
| 235 | Transfer of officers from other services to USAF (AFI 36-2004/ HQ AFPC/DPPAE) | | | CM(P) | |
| 236 | Statement of Veterans Education Assistance Program (VEAP) Suspension (AFI 36-2306/HQ USAF/DPPE) | UP-3(P) | | | |

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|------------|---|----------|-------------|-------------------|---|
| 237 | Health Professions Scholarship Contract (AFI 41-110/HQ USAF/SGHP) | UP-4 (T) | | CM(P) | UP-4: Remove on expiration of active duty service commitment. |
| 238 | Letter of Reprimand (AFI 36-2907, AFPC/DPSTS) | | OC-SR-2 (T) | OSR(T/P) CM(P) | OSR/OCSR: File only after senior rater decision. Retain until one IPZ or APZ consideration has been afforded and upon receipt of an approved appeal authorizing it's removal. Remove when member retires, separates (without immediate return or continuation on active duty), or dies. |
| 239 | Appeal correspondence to remove letter(s) of reprimand from OSR (AFI 36-2907, AFPC/DPSTS) | | | CM (P) | Retain only approved appeals authorizing the removal of LOR from OSR after an IPZ or APZ consideration has been afforded. |
| 240 | Appeal correspondence to remove Article 15 from OSR (AFI 36-2608, AFPC/DPSRP) | | | CM (P) | Retain only approved appeals authorizing the Article 15s removal from OSR after an IPZ or APZ consideration has been afforded. |
| 241 | Transcripts, Professional Certificates and memorandums confirming dates of medical school attendance and internship (AFI 36-2604/HQ AFPC/DPDOP and AFI 36-2005/HQ AFPC/DPPAE) | | | CM(P) | |
| 242 | Documentary evidence (letter or certificate) of specialty board certification for MC, DC, NC, BSC, or MSC officers (AFI 41-108/HQ USAF/SGH) | | | OSR(P) | |

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| 243 | Termination/Reduction of Selective Reenlistment Bonus (SRB) Memorandum (AFI 36-2606/HQ AFPC/DPPAE) | UP-4(T) | | | Remove upon reenlistment. |
| E. Pay | | | | | |
| 244 | Memorandums, SAF determinations, JAG or Comptroller General decisions pertaining to Reserve pay or Reserve retirement (AFI 36-3203/HQ AFPC/DPPRS) | | | CM (P) | |
| 245 | Aviator Continuation Pay (ACP) Agreement/ Counseling Statement (P.L. 100-456/HQ AFPC/DPAO) | | | CM(P) | |
| 246 | Correspondence explaining non-payment of Separation Pay (AFI 36-3208/HQ AFPC/DPPRP) | UP-3(P) | | | Forward with permanent documents on separation. |
| 247 | Administrative Determination of HQ USAF or SAF Affecting Pay and Allowances (HQ ARPC/DSRI) | | | CM(P) | |
| 248 | Aviation Career Incentive Pay Legislation (Aviation Service Sheet, Adjustment, and Rec-lama memorandums) (AFI 36-2214/ HQ AFPC/DPPAOR and HQ USAF/XOOTD) | | | CM(P) | |

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| 249 | Correspondence pertaining to Bonus Recoupment or Nonrecoupment (AFI 36-2606/HQ AFPC/ DPPAE) | UP-4(T) | | | Destroy on reenlistment or discharge. |
| 250 | Retention Special Pay Agreement or Declination Memorandum (P.L.96-284/HQ AFPC/DPMMUF) | UP-4(T) | | | |
| F. Promotions, Appointments, and Conditional Reserve Status | | | | | |
| 251 | Memorandums of nonselection for promotion (AFI 36-2504/HQ USAF/REP and AFI 36-2501/HQ AFPC/ DPPPO) (see note 7) | UP-4 (T) | | | Remove when promoted to the next higher grade for which non-selected. |
| 252 | Declination of Active Duty Promotion (AFI 36-2501/HQ AFPC/ DPPPO) | UP-4 (T) | | CM(P) | UP-4: Remove if/or when officer accepts promotion. |
| 253 | Declination of permanent USAFR promotion (AFI 36-2504/HQ USAF/ REP) (see note 7) | UP-4(T) | | CM(P) | UP-4: Remove when selected by next board. Remove on reapplication or promotion as a result of USAFR Selection Board. |
| 254 | Declination of permanent RegAF promotion (AFI 36-2501/HQ AFPC/ DPPPO) (see note 7) | UP-4 (T) | | CM (P) | UP-4: Remove when promoted. |

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| 255 | Removal of an officer's name from a recommended list for an active duty promotion, Regular Appointment, or Conditional Reserve Status (AFIs 36-2608 and 36-2501/HQ AFPC/DPPPOC) | | | CM(P) | |
| 256 | Memorandums of Appointment, USAFR, ANGUS, USAF Temporary (AFI 36-2005/HQ AFPC/DPPAE) | | | CM(P) | |
| 257 | Letters to a board. Filed only for officers promotion and Regular Augmentation boards (AFIs 36-2501 and 36-2610/HQ AFPC/DPPPO and AFI 36-2504/HQ USAF/REP) | | | OSR(T) | Temporarily included in the OSR within 30 calendar days of a central selection board, removed, and disposed of as soon as the board adjourns. |
| 258 | Not qualified recommendation for active duty and USAFR promotion to captain and above, and not qualified recommendation for Regular Appointment and Conditional Reserve Status (AFIs 36-2501, 36-2610, and 36-2613/ HQ AFPC/DPPPO and AFI 36-2504/HQ USAF/REP) | | OC-SR-2(T) | OSR(T) | OCSR/OSR: Temporarily included in OCSR and OSR within 30 days before a selection board and removed as soon as that board and all other boards held in conjunction with it (continuation, RegAF, Conditional Reserve Status, AFIT selection boards, PME boards, among others) adjourn. |

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| 259 | Officer's acceptance of Conditional Reserve Status (AFI 36-2610/HQ AFPC/DPPPOC) | | | CM(P) | |
| 260 | Statement Declining Enlisted Promotion (AFI 36-2502/HQ AFPC/DPPPW) | UP-3(P) | | | |
| 261 | Statement of Acceptance/Declination of Continuation on Active Duty (AFI 36-2613/HQ AFPC/DPPPO) | | | CM(P) | |
| 262 | Approved Waiver of PAFSC (AFI 36-2502/HQ AFPC/DPPPW) | UP- 4(T) | | | Remove after applicable promotion consideration or separation. EXCEPTION: Retain waivers less than 1 year old for individuals released from active duty. |
| 263 | Nonrecommendation for Promotion (AFI 36-2502/HQ AFPC/ DPPPW) | UP-4(T) | | | If nonrecommendation is to grade of airman thru senior airman, remove upon promotion. If nonrecommendation is to grade of staff sergeant thru chief master sergeant, remove at the end of the promotion cycle nonrecommendation applied to. |
| 264 | Promotion Deferral (AFI 36-2502/HQ AFPC/DPPPW) | UP- 4(T) | | | Remove on promotion, separation, or termination of the deferral. |
| 265 | Withholding promotion (AFI 36-2502/HQ AFPC/DPPPW) | UP- 4(T) | | | Retain letter until termination of withholding action, on promotion, or separation. |
| 266 | Record of Counseling of Retirement Eligible Promotion Selectees (AFI 36-2502/HQ AFPC/DPPPW) | UP-4(T) | | | Remove 2 years after effective date of promotion, 1 year after declination, or when separated. |
| G. Separations/Retirements | | | | | |

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| 267 | Documents pertaining to officer's military status or approved separation (AFI 36-3209 and AFR 45- 41 (obsolete)/ HQ USAF/ REP and AFIs 36-3206 and 36-3207/HQ AFPC/ DPPRP) | UP-4(T) | | CM (P) | |
| 268 | Member's letter to the board. Filed only for Officer's Selection Early Retirement Board (AFI 36-3203/HQ AFPC/ DPPRAR) | | | OSR(T) | Temporarily included in the OSR and removed within 30 days after board approval. |
| 269 | Letters recommending officer for early retirement (AFI 36-3203/HQ AFPC/ DPPRAR) | | | OSR(T) | Temporarily included in the OSR and removed within 30 days after board approval. |
| 270 | Documents pertaining to enlisted member's military status or approved separation (AFI 36-3209/ HQ USAF/REPX and AFI 36-3208/ HQ AFPC/ DPPRP) | UP-3(P) | | | |
| 271 | Request for waiver of discharge processing (AFI 36-3208/HQ AFPC/ DPPRP) | UP-(T) | | | Remove on expiration of the period of service or enlistment for which approved. |
| 272 | Tender of Resignation, request for release, or application for discharge (AFIs 36-3207 and 36-3209/HQ AFPC/ DPPRP and HQ USAF/REPX) | UP-3(P) | | CM(P) | UP-3: Only those processed under AFI 36-3207. |

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| 273 | Correspondence approving retention beyond mandatory separation date (10 U.S.C., 676, 1006, 1007, 1163(d) or 8855/ HQ AFPC/ DPPRP or HQ ARPC/DPAD) | UP-4(T) | | CM(P) | |
| 274 | Memorandum, notification/ acknowledgment of required excess leave. Awaiting appellate review (AFI 51-201/AFLSA/JA-JM) | UP- 3(P) | | | |
| 275 | Statement of Election/ Agreement in connection with mandatory separation or Secretarial retention (10 U.S.C., 672(d) or AFI 36-3207/HQ AFPC/ DPPRP) | UP-3(P) | | | File copy of the memorandum of notification sent to the member. |
| 276 | Correspondence concerning officer's separation as a result of failure to attain promotion to the next higher active duty or permanent grade (AFIs 36-3207 or 36-3209/HQ AFPC/ DPPRP or HQ USAF/REPX) (see note 7) | UP-4(T) | | CM(P) | CM: File the copy of the memorandum sent to and endorsed by the member. |
| 277 | Memorandum, Notification of Eligibility for Retired Pay at Age 60 (AFI 36-3203/HQ ARPC/DPK) | | | CM(P) | |

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| 278 | Denial of additional tour of AD (AFI 36-3207/HQ AFPC/ DPPRP) | | | CM(P) | |
| 279 | Statement of Receipt for AFR (AFI 51-201/ AFLSA/ JAJM) | UP-3(P) | | | |
| 280 | Correspondence concerning Medical Examination for Voluntary Separation or Retirement (AFI 36-2102/HQ AFPC/ DPSFM) | UP-3(P) | | | Forward with permanent documents on separation. |
| 281 | Home of Selection Statement (Retirement) (AFI 36-3203/HQ AFPC/ DPPRP) | UP-3(P) | | | |
| 282 | Correspondence concerning dropping an individual from the Air Force Rolls (AFIs 36-3209 and 36-3207/HQ AFPC/ DPPRP) | | | CM(P) | |
| 283 | Correspondence denying the individual service pay points or other benefits "Reserve Retirement and or Reserve Pay" (AFI 36-3203/HQ AR-PC/ DPAR) | | | CM(P) | |

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| 284 | Memorandum, notification of completion of 20 years' satisfactory service under Title 10 U.S.C., Section 1331 (AFI 36-3203/HQ ARPC/DPK) | | | CM(P) | |
| 285 | Approved waiver of discharge for fraudulent entry (excludes waivers for concealment of prior service) (AFI 36-3208/HQ AFPC/DPPRAR) | UP-3(P) | | | On reenlistment forward according to Table A5.4. , rule 4. |
| 286 | Pre-separation Counseling Acknowledgment (AFI 36-2102 HQ AFPC/DPSF) | UP-3(P) | | | |
| 287 | Ready Reserve Agreement to Receive Separation Pay (AFIs 36-3207 and 36-3208/ HQ AFPC/DPPRS) | UP-3(P) | | | Forward with permanent documents on separation. |
| SECTION IV - COMPUTER PRODUCTS, RIPS, AND BRIEFS | | | | | |
| 288 | Officer Selection Brief (AFI 36-2501/HQ AFPC/DPPPO and AFI 36-2504/HQ USAF/REP) | | | OSR (T) | Remove when replaced by a later officer selection brief. For USAFR officer, remove immediately after promotion selection board adjourns. |
| 289 | Assignment History Printout (AFMAN 36-2622/ HQ AFPC/ DPAIP) | | | CM(P) | |
| 290 | Record Review Listing (RRL) (AFMAN 36-2622 and AFIs 36-2102 and 36-2608/HQ AFPC/DPSFM and DPSRP) | UP-4(T) UP-3(P) | | | UP-4: File only RRLs used for ANG/ USAFR personnel. Remove on receipt of a later RRL UP-3: RRLs used to reconstruct UPRGs and those prepared in conjunction with separation/retirement. |

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| 291 | Source document RIP for change/adjustment of service dates for lost time (AFMAN 36-2622/HQ AFPC/ DPSF) | UP-4(T) | | | See AF Form 2098. |
| 292 | Direct AFSC Conversion RIP (AFMAN 36-2622/HQ AFPC/DPSF) | UP-4(T) | | | |
| 293 | Automatic Entry into OJT for new staff sergeants RIP (AFMAN 36-2622/HQ AFPC/DPSFM) | UP-4(T) | | | Remove when awarded 7 level AFSC. |
| 294 | Special Experience Identification RIP (Officers) and Special Experience Certification RIP (Airmen) (AFMAN 36-2622/HQ AFPC/DPSFM) | UP-4(T) | | | Remove on withdrawal of SEI |
| 295 | Retirement, separation, decision notification. RIP Recording of OSAF determination pertaining to retirement (AFI 36-3203/HQ AFPC/DPPRS) | UP-4(T) | | | |
| 296 | RIP Source Document for TSC-R (AFI 36-2202 and AFMAN 36-2622/HQ AFPC/ DPSFM) | UP-4(T) | | | Remove when training status code changes. |
| 297 | Foreign Language Proficiency Pay (FLPP) RIP (AFI 36-3012/HQ AFPC/DPSFM) | UP-4 (T) | | | Remove 1 year after termination of FLPP. |

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| 298 | Personnel Data Brief (AFI 36-3203/HQ AFPC/DPPRP) | | | OSR(T) | Temporarily included in the OSR and removed within 30 days after board approval. |
| 299 | Retraining and Disposition Application RIPs (AFI 36-2626/HQ AFPC/DPPAPE) | UP-4(T) | | | Remove when airman has completed retraining and attained a skill level in the new Air Force specialty (AFS) which is commensurate with current grade, or on removal of member from training. |
| 300 | AFSC Upgrade and Award RIPs (AFMAN 36-2622/HQ AFPC/DPSFM) | UP-4(T) | | | |
| 301 | Termination/Reduction of Selective Reenlistment Bonus (SRB) RIP (AFI 36-2606/HQ AFPC/DPPAE) | UP-4(T) | | | Remove on expiration of enlistment to which it applies. |
| 302 | Airman Classification RIP (AFMAN 36-2622/HQ AFPC/DPSFM) | UP-4(T) | | | File only when the RIP documents a change to AFSC/SEI data. |
| 303 | APR(R), Air Reserve Forces Noncommissioned Officers Performance Reports (AFI 36-2403/HQ USAF/REP) | UP-2 (P) | | | |
| 304 | DEROS Option RIP (AFI 36-2110/HQ AFPC/DPAIP) | UP-4(T) | | | Remove when superseded or on arrival at next duty station. |
| 305 | DEROS RIP for change other than IDA (AFI 36-2110/HQ AFPC/DPAIP) | UP-4(T) | | | Remove when superseded or on arrival at next duty station. |
| 306 | Statutory Tour RIP (AFMAN 36-2622 and AFI 36-2102 HQ AFPC/DPSFM) | UP-4(T) UP-3(P) | | | UP-4: Remove when a later issue RIP from the same component is produced. UP-3: For RIPs used to reconstruct PDS data. |

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| 307 | Airman Selection Brief (AFI 36-2502/HQ AFPC/DPPPW) | | | NSR(T) | Remove when replaced by a later airman selection brief. |
| 308 | Certification of Survivor Benefit Plan (SBP) RIP (AFI 36-3006/HQ AFPC/DPPRAR) | UP-3(P) | | | |
| 309 | Unexcused participation RIP (AFI 36-8001/HQ AFRES/DPTE) | UP-3(P) | | | Retain with DD Form 2384 if applicable to new G. I. bill. |
| SECTION V - MISCELLANEOUS | | | | | |
| 310 | Correspondence concerning commander's or review authority's determination to file or not to file Article 15, UCMJ record in member's OCSR/OSR or NSR (see item 176 and 179 and para 2.5) (AFI 36-2608/HQ AFPC/DPSRP) | | | CM(P) | |
| 311 | Letter from HQ USAF/DPPU authorizing wear of religious apparel (AFI 36-2903/ HQ AFPC/DPST) | UP-4(T) | | | |
| 312 | Notification to Spouse of Election of Less than Full Coverage Under Reserve Components Survivor Benefit Plan (AFI 36-3006/HQ ARPC/DPAR) | | | CM(P) | |

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| 313 | Certification of Mailings or Receipt of Mailings of Reserve Components Survivor Benefit Plan Notifications (HQ ARPC/ DPAR) | | | CM(P) | |
| 314 | General Officer Photographs (AFI 36-2632/ AFGO-MO) | UP-2(T) | OC-SR-1(T) | OSR(T) | |
| 315 | Letter of authorization for Review of Records by an Agent (AFI 36-2608/HQ AFPC/ DPSRP) | UP-3(P) | OC-SR-1(P) | CM(P) | OCSR: Forward original to HQ AFPC/DPSRI1, 550 C Street West, Suite 21, Randolph AFB, TX 78150-4723, for archiving. |
| 316 | Casualty Assistance Case File (AFI 36-3002/HQ AFPC/ DPWCS) | | | CM(P) | |
| 317 | Statement of Disagreement (AFI 37-132/ SAF/AA-IAD) | UP- 3(P) | OC-SR-1(P) ACR(P) | CM (P) | ACR: MAJCOM record custodian creates for enlisted personnel. |
| 318 | Privacy Act correspondence granting the member's approval for release (AFI 37-132/ SAF/AAIAD) | UP-3(P) | OC-SR-1(P) | CM(P) | |
| 319 | Certificate of Procurement Integrity (DODI 5500-7/ AFLSA/JACM) | UP-3(P) | | | Forward with permanent documents of separation. |

SECTION VI - ADMINISTRATIVE ORDERS/AF FORMS 1098 (OLD FORM), 2096 AND 2098:

A. Assignments

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| 320 | Reassignment involving travel (AFI 36-2110/HQ AFPC/DPAIP) | UP-4(T) | | | Remove only when all personnel actions included thereon have been superseded or are no longer required for personnel data validation. Remove when separated. EXCEPTION: Keep orders directing retraining in conjunction with PCS until member attains a skill level in the new AFS commensurate with current grade. Remove when member is removed from retraining status. |
| 321 | Reassignment not involving travel (AFI 36-2110/HQ AFPC/DPAIP) | UP-4(T) | | | Remove on next reassignment or when separated. |
| 322 | Assignment of an individual on return from a POW or missing in action status (AFI 36-2110/HQ AFPC/DPAIP) | UP-4(T) | | | Retain for personnel released from active duty. |
| 323 | Duty Assignment (AFI 36-2101/HQ AFPC/DPSF) | UP-4(T) | | | Remove on reassignment or when separated. |
| 324 | Change in ODSD or DEROS (AFI 36-2110/HQ AFPC/DPAIP) | UP-4(T) | | | Remove on return from overseas or when separated. |
| 325 | Reserve Assignments (ARPC Form 77 or computer generated orders) (AFI 36-2115/HQ ARPC/DPM/DPR/HC/JA/SG) | UP-4(T) | | CM(P) | CM: Retain only for assignment from Ready Reserve Section to Unit or ISLRS, or from Unit to Ready Reserve Section. |

B. Decorations And Awards

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| 326 | Orders granting decorations (AFI 36-2803/HQ AFPC/DPPPR) | UP-2(O) (T) UP-2(A) (P) | | OSR/ NSR (T) CM(P) | OSR/NSR: Maintain only when like citation is unavailable. UP-2: For ANG personnel not on EAD, file immediately above citation to which it pertains (Refer to item 213). |
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| 327 | Orders authorizing or prohibiting the wear of badges (AFIs 36-3208 and 36-2803/HQ AFPC/DPPPR) | UP-3(P) | | | |
| C. Aviation Service | | | | | |
| 328 | Orders awarding aeronautical ratings or placing officers in aviation service (includes aero orders placing UPT/UNT/ UHT students in aviation career status) (AFI 11-401/HQ USAF/XOOTV) | | | CM(P) | When officer disagrees with prior aeronautical ratings reflected in PDS, and neither officer nor Flight Management Office (FMO) has copies of orders, request them from the MPerRGp, HQ AFPC/DPSRI. |
| 329 | Aeronautical orders which affect: (1) qualification, disqualification (including suspension) and requalification for aviation service and authorization for and removal from parachute jump status; (2) rescission of orders establishing qualification for aviation service and authorization for parachute jump status. (AFI 11-401/HQ USAF/XOOTV) | UP- 4(T) | | CM (P) | UP-4: File only those aeronautical orders disqualifying member from aviation service or removing member from parachute jump status in the FRGp. |
| 330 | Aeronautical orders revalidating invalid aeronautical orders (AFI 11-401/HQ USAF/XOOTD) | | | CM(P) | |
| D. Military Status | | | | | |

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| 331 | Reappointment of eligible Reserve officer (AFI 36-2005/HQ AFPC/DPPAE and ANGRs 39-09 and 39-10/NGB/DPMM) | UP-4(T) | | CM(P) | UP-4: Retain for officers released from active duty. |
| 332 | Discharge Orders (AFIs 36-3202, 36-3207, 36-3208 and 36-3209/HQ AFPC/DPPRP and HQ ARPC/DPA) | UP-4(T) UP- 3(P) | | CM(P) | UP-3: Separation without reenlistment. UP- 4: Separation with immediate reenlistment. |
| 333 | Release from AD or EAD (AFIs 36-3207 & 36-3208/HQ AFPC/ DPPRP and AFIs 36-2002, 36-2005 and ANGR 35-03/NGB/DPMM) | UP-3(P) UP-4(T) | | CM(P) | UP-4: For ANG only (includes AGR and statutory tours under U.S.C. Title 32 and 10). |
| 334 | Entry into AD or EAD (AFIs 36-2001, 36-2008, and 36-2013/HQ AFPC/DPPAE and ANGR 35-03/NGB/DPMM) | UP-4(T) | | CM(P) | Includes AGR and statutory tours under U.S.C. Title 32 and 10. |
| 335 | Enlistment Order (AFI 36-3001, AFRESR 33-1 and ANGR 39-09/HQ AFPC/DPPAE and HQ AFRES/RS/NGB/MP) | UP-3(P) | | CM(P) | See Table A5.4. , rule 4. EXCEPTION: Retain for personnel released from active duty. For ANG: AF Form 2096, when used as an enlistment order (see item 156). CM: When used as an Enlistment order. |

| | | | | | |
|------------------------------------|--|----------------------------------|--|-------|--|
| 336 | Announcement of dropped from unit/ Air Force rolls as deserter, missing in action, civil confinement, and return to military control (AFIs 36-3002, 36-3207, and 36-3209/ HQ AFPC/DPWCM and DPPRS and HQ ARPC/DPA) | UP-4(O) (P) UP-3(A) (P) | | CM(P) | |
| 337 | Transfer to Air National Guard Order (AFI 36-2115/ HQ ARPC/DPAD) | | | CM(P) | |
| 338 | Appointment as a commissioned officer (AFIs 36-2005 and 36-2610/HQ AFPC/ DPPAE and DPPPO) | UP-4(T) | | CM(P) | UP-4: Do not file RegAF appointment orders. |
| 339 | Retirement Orders (AFI 36-3203/HQ AFPC/ DPPRS and HQ ARPC/DPA) | | | CM(P) | |
| 340 | Change in DOS (AFIs 36-3207 and 36-3208/ HQ AFPC/DPPRS) | UP- 3(P) | | | |
| 341 | JAG Order Designation of Officer as a Judge Advocate (AFI 51-101/ HQ AFLSA/JAEC) | UP-4(T) | | CM(P) | UP-4: Retain for officers released from active duty. |
| 342 | Discharge Delayed Enlistment Program Order (AFI 36-2002/ HQ AFPC/DPPAE) | UP-3(P) | | | Remove when DD Form 214 is prepared. EXCEPTION: Retain for personnel released from active duty. |
| E. Promotions and Demotions | | | | | |

| | | | | | |
|-------------------------|---|----------------|------------|---------------------------|---|
| 343 | Promotion Orders (AFIs 36-2501, 36-2502 and 36-2504/ HQ USAF/REP and HQ AFPC/DPPP and ANGRs 36-01, 36-04, 39-29/NGB/ DPMO) | UP-3(A) (P) | OC-SR(T) | CM(P) | UP-3(A): Forward all promotion orders except those for current grade with enlistment package at time of reenlistment. See Table A5.4. , rule 4. For ANG: OCSR/CM on Federal Recognition of Promotion in the ANG. For Reserve: CM on all promotion orders. |
| 344 | Administrative demotion order (AFI 36-2503/HQ AFPC/ DPPPW) | UP-3(P) | | CM(P) | Retain demotion order if used for current grade; destroy on promotion or separation. |
| 345 | Change in designated place of confinement of prisoner (AFI 51-201/ AFLSA/JAJM) | UP-4(T) | | CM(P) | UP-4: Remove on release or separation of the prisoner. |
| 346 | P-Series orders used in lieu of any existing military form currently authorized for file in the military personnel records. | (see column E) | | | Manage according to instructions prescribed for the form which the order is used in lieu of. File in section of AF Form 10 listed for form which is replaced. |
| F. Miscellaneous | | | | | |
| 347 | Court-martial orders containing or reflecting approved findings of guilt; promulgating the results of affirming action, announcing the mitigation, suspension, remission or vacation of suspension of sentence; orders pertaining to the exercise of clemency; and orders setting aside case entirely (AFIs 51-201 and 37-128, MCM/ AFLSA/JAJM) | UP-4(T) | OC-SR-2(P) | OSR(P) CM(P) NSR(T) | UP-4(O): Remove when member retires, separates (without immediate return or continuation on active duty), or dies. Remove also upon receipt of orders setting aside the case in its entirety. UP-4(A): Remove 6 years after date of court-martial orders, or on separation. Remove also upon receipt of orders setting aside the case in its entirety. NSR: Remove 1 year from date of court-martial order or the longest period of punishment, whichever is later. |

| | | | | | |
|------------|---|---------|--|-------|---|
| 348 | Proficiency Pay Special Order (AFI 36-3017/ HQ USAF/DPPP) | UP-4(T) | | | Remove 1 year after pro pay is stopped. |
| 349 | Announcement of Death of Air Reserve Forces Member (computed generated) (AFI 36-3002/HQ AFPC/DPWCS and HQ ARPC/DPA) | | | CM(P) | |
| 350 | Release from active duty by virtue of a void enlistment or induction (AFI 36-3208/HQ AFPC/DPPRS) | UP-3(P) | | | |
| 351 | Designation or redesignation of Ready or Standby reservist (AFI 36-2115/HQ ARPC/DS) | UP-4(T) | | CM(P) | UP-4: Remove on reassignment. |
| 352 | Change in, without change of, unit of assignment for training category and pay group (AFI 37-128 and AFMANs 36-2621 & 36-2622/HQ ARPC/DP) | UP-4(T) | | | Remove upon completion of IADT. |
| 353 | Transfer of Air Force Reserve Airman to ANGUS (AFI 36-2115/ HQ ARPC/DP) | | | CM(P) | |

NOTES:

1. The following disposition codes appear immediately after other applicable entries in columns B, C, D, and E:

| Code | Description |
|------|-------------|
|------|-------------|

| | |
|---|---|
| T | Temporary form or document (see paragraph 2.11.1). |
| P | Permanent form or document (original when available); merge permanent FRGp documents with the MPerRGp before forwarding to NPRC (see paragraph 2.11.2). |
| O | Officer. |
| A | Enlisted. |

1.Field Record Group:

| Code | Description |
|-------------|--|
| UP | Unit Personnel Record Group. |
| UP-R | Unit Personnel Record Group - Relocated. |
| HR | Health Record Group. |
| CE | Personal Clothing and Equipment Record Group. |
| UP-1 | Section 1 of AF Form 10. |
| UP-2 | Section 2 of AF Form 10. |
| UP-2A | Folder filed in AF Form 10 containing officer's performance documents. |
| UP-3 | Section 3 of AF Form 10. |
| UP-4 | Section 4 of AF Form 10. |

1.Command Record:

| Code | Description |
|-------------|--|
| OCSR | Officer Command Selection Record. |
| OSCR-1 | Section 1 of AF Form 527. |
| OSCR-2 | Section 2 of AF Form 527. |
| OSCR-3 | Section 3 of AF Form 527. |
| OSCR-4 | Section 4 of AF Form 527. |
| OSCR-4A | Folder filed in AF Form 527 containing officer performance data (optional). |
| ACRGp | Airman Command Record Group (created only if a Statement of Disagreement is received). |

1.Master Personnel Record Group:

| Code | Description |
|-------------|--|
| OSR | Officer, HQ USAF Selection Record Group. |
| NSR | Senior NCO, HQ USAF Selection Record. |
| CM | Correspondence and Miscellaneous Record Group (Officers and Airmen). |

1.File in section 4-A if Records of Performance are maintained in separate folders as paragraph **1.4.1.1.** prescribes, otherwise, file in section 4.

2. For USAFR officers not on EAD and ANG officers file in Section 2 of the UPRGp.
3. Effective 15 September 1981, the Defense Officer Personnel Management Act (DOPMA) replaced the dual temporary and permanent promotion system. As a result, many Air Force officers who were previously promoted or considered under the dual promotion system were provided "grandfather" protection. Accordingly, some documents and forms used under the dual promotion system, and their disposition instructions, must be retained in accordance with AFI 36-2608.

Attachment 3

PLACING RECORD GROUPS

Table A3.1. Placement of the FRGp.

| R U L E | A | B |
|----------------------------|---|--|
| | If the individual is | then the custodian and place of record is |
| 1 | serving on AD or EAD for more than 90 consecutive days and strength accountability is changed to active force | UPRG- Servicing MPF: Health-Servicing Medical and Dental Treatment Facility according to AFIs 41-202 and 47-101; and Personal Clothing and Equipment-Servicing BEMO/EMO according to AFMAN 23-110. |
| 2 | USAFR not on EAD assigned to USAFR unit | |
| 3 | ANG not on EAD | |
| 4 | USAFR not on EAD assigned to NARS-NA, NARS-NB, NNRPS, ISLRS, or ORS | HQ ARPC/DSFR, 6760 E Irvington Place, #4000, Denver, CO 80280-4000 (see note 1). |
| 5 | USAFR not on EAD enlisted under AFI 36-2011 (formerly AFR 45-48) | at appropriate AFROTC detachment. |
| 6 | USAFR not on EAD but assigned to an individual mobilization augmentee (IMA) position in a major command, organizational elements under "3G" and "3V" commands, ready reinforcement personnel section (RRPS), NARS-NC, NARS-ND, or reinforcement designee not assigned to a specific position. | HQ ARPC/DPMPS, 6760 E Irvington Place, #3800, Denver, CO 80280-3800 (see note 2). |
| 7 | Retired or discharged reservist with 20 or more good years awaiting retired pay at age 60 | HQ ARPC/DSFR, 6760 E. Irvington Place, #4000, Denver, CO 80280-4000 (see notes 1 & 3). |

NOTES:

- 1.HQ ARPC/DSFR retains the FRGp for members assigned to the Nonaffiliated Reserve Section (NARS-A and NARS-B), Obligated Reserve Section (ORS), Inactive Status List Reserve Section (ISLRS), Nonobligated Nonparticipating Ready Personnel Section (NNRPS), and for members who are retired or were discharged with 20 or more good years awaiting retired pay at age 60. HQ ARPC/DSFR updates the FRGp when required by a change in status.

2.HQ ARPC/DPM maintains the URPB for individual mobilization augmentees (IMA) assigned to MAJCOMs, except health records which are maintained by HQ ARPC/SG, 6760 E Irvington Place, #7000, Denver, CO 80280-7000.

3.Mail FRGs to the Records Processing Branch, HQ ARPC/DSMP, 6760 E. Irvington Place, #4450, Denver, CO 80280-4450.

Table A3.2. Placement of the CMRGp.

| B U L E | A | |
|----------------------------|---|---|
| | If officer or airman is | then the custodian and placement will be (see note 2) |
| 1 | serving on AD or EAD | MAJCOM of assignment (see notes 1, 3 and 4). |
| 2 | USAFR unit colonels and above and all Air Reserve Technicians (ARTs) not on EAD assigned to a category A unit | HQ AFRES/DPO (colonels and above) and HQ AFRES/DPMP (lieutenant colonels and below), 155 2nd Street, Robins AFB, GA 31098-1635 (see notes 5 and 6). |
| 3 | ANG not on EAD | Adjutant General of the State, Puerto Rico (PR), the Virgin Islands, Guam, and District of Columbia (DC) (see note 6). |

NOTES:

1.The custodians of the OCSRGP or ACRGP for members assigned to the following units are as follows:

Table A3.3. OCSRGp and ACRGp Custodians.

| PAS ID | Assigned To: | Custodian |
|---------------|---|---|
| 01 | AF Mgt Eng Agency | HQ AFMEA/DPM, 315 J Street West, Randolph, AFB TX 78150-6431 |
| 02 | AF Inspection Agency | HQ AFIA/DP, 9250 Avenue G, Suite 322D, Kirtland AFB NM 87117-5671 |
| 03 | AF Operational Test and Evaluation Center | HQ AFOTEC/MPP, 8500 Gibson Boulevard, S.E., Room 207, Kirtland AFB, NM 87117-7001 |
| 05 | AF Intelligence Agency | HQ 11 Wing/DPXR, Building T- 20, Room 400, Bolling AFB, DC 20332-5001 |
| 06 | AF Audit Agency | HQ AFAA/DPM, Pentagon, 4E168, Washington, DC 20330-1000 |
| 07 | AF Office of Special Investigations | HQ AFOSI/DPMAC, Duncan Avenue, Building 626, Room 1013, Washington, DC 20332-6001 |
| 08 | AF Office of Security Police | HQ 11 Wing/DPXR, Building T-20, Room 400, Bolling AFB, DC 20332-5001 |
| 09 | AF Personnel Center | HQ AFPC/DPPBR3, 550 C Street West, Suite 5, Randolph AFB, TX 78150-4707 |
| 0B | USAF Academy | HQ USAFA/DPX, 2034 Cadet Drive, Suite 317, USAF Academy, CO 80840-5020 |
| 0D | HQ USAF in Europe | HQ USAFE/DPXDR, Unit 3050, Box 25, APO, AE 09012-5001 |
| 0I | Air Reserve Personnel Center | HQ ARPC/DSMO, 6760 E Irvington Place, #4000, Denver, CO 80280-4000 |
| 0J | Air Education and Training Command | HQ AETC/DPAAE2, 1851 1st Street East, Suite 1, Randolph AFB, TX 78150-4315 |
| 0M | Air Force Reserve | HQ AFRES/DPMP 155 2nd Street, Robins AFB, GA 31098-1635 |
| 0N | HQ USAF | HQ 11 Wing/DPXR, Building T-20, Room 400, Bolling AFB, DC 20332-5001 |
| 0R | Pacific Air Forces | HQ PACAF/DPARRR, 25 E Street, Suite D-4, Hickam AFB, HI 96853-5001 |
| 0U | AF Intelligence Command | HQ AFIC/DPAF, 102 Hall Boulevard, Suite 277, San Antonio, TX 78243-7019 |
| 0V | AF Special Operations Command | HQ AFSOC/DPXR, 100 Bartley Street, Suite 104, Hurlburt Fld, FL 32544-5273 |
| 0Y | AF Communications Command | HQ AFCC/DPXR, Building 1700, Scott AFB, IL 62225-5219 |
| 1C | Air Combat Command | HQ ACC/DPXPR, 114 Douglas Street, Suite 133, Langley, AFB VA 23365-2733 |

| | | |
|-----------|----------------------------------|---|
| 1G | AF Logistics Mgmt Agency | HQ 11 Wing/DPXR, Building T-20, Room 400, Bolling AFB, DC 20332-5001 |
| 1L | Air Mobility Command | HQ AMC/DPAFP, 100 Heritage Drive, Room 101, Scott, AFB IL 62225-5002 |
| 1M | AF Materiel Command | HQ AFMC/DPAQB, 4375 Chidlaw Road, Suite 6, Wright-Patterson AFB, OH 45433-5006 |
| 1Q | AF Flight Standard Agency | HQ 11 Wing/DPXR, Building T-20, Room 400, Bolling AFB, DC 20332-5001 |
| 1S | Air Force Space Command | HQ AFSPACECOM/MPAQR, 150 Vandenberg Street, Suite 1105, Peterson AFB, CO 80914-5001 |
| 1W | AF Civil Engineering Spt Agency | HQ AFCESA/DPP, 139 Barnes Avenue, Tyndall AFB, FL 32403-6001 |
| 2A | Air Force Cost Analysis Center | HQ 11 Wing/DPXR, Building T-20, Room 400, Bolling AFB, DC 20332-5001 |
| 2B | AF Doctrine Center | HQ 11 Wing/DPXR, Building T-20, Room 400, Bolling AFB, DC 20332-5001 |
| 2C | AF Civ Pers Mgt Center | HQ 11 Wing/DPXR, Building T-20, Room 400, Bolling AFB, DC 20332-5001 |
| 2E | AF Legal Service Agency | HQ 11 Wing/DPXR, Building T-20, Room 400, Bolling AFB, DC 20332-5001 |
| 2F | AF Medical Support Agency | HQ 11 Wing/DPXR, Building T-20, Room 400, Bolling AFB, DC 20332-5001 |
| 2G | AF News Agency | HQ AFNEWS/DPM, 1015 Billy Mitchell Road, Kelly AFB, TX 78241-5601 |
| 2H | AF Combat Operations Staff | HQ 11 Wing/DPXR, Building T-20, Room 400, Bolling AFB, DC 20332-5001 |
| 2I | ANG Readiness Center | HQ 11 Wing/DPXR, Building T-20, Room 400, Bolling AFB, DC 20332-5001 |
| 2K | USAF Historical Research Agency | HQ 11 Wing/DPXR, Building T-20, Room 400, Bolling AFB, DC 20332-5001 |
| 2L | AF Technical Applications Center | HQ AFTAC/DPL, 1030 South Highway A1A, Patrick AFB, FL 32925-3002 |
| 2M | AF Review Boards Agency | HQ 11 Wing/DPXR, Building T-20, Room 400, Bolling AFB, DC 20332-5001 |
| 2N | AF Cen Studies & Analysis Agency | HQ 11 Wing/DPXR, Building T-20, Room 400, Bolling AFB, DC 20332-5001 |
| 2Q | Air Weather Service | HQ AWS/RMP, 102 W Losey Street, Room 105, Scott AFB, IL 62225-5206 |
| 2R | AF Program Exec Office | HQ 11 Wing/DPXR, Building T-20, Room 400, Bolling AFB, DC 20332-5001 |

| | | |
|-----------|---------------------------------|--|
| 2S | AFELM NORAD | HQ USSPACECOM/JIFF, 250 S Peterson Boulevard, Suite 116, Peterson AFB, CO 80914-3020 |
| 2T | AF Safety Agency | HQ AFSA/DP, 9700 Avenue G, Room 234A, Kirtland AFB NM 87117-5671 |
| 2U | AF Services Agency | HQ AFPC/DPPBR3, 550 C Street West, Suite 5, Randolph AFB, TX 78150-4707 |
| 2V | AF Base Conversions Agency | HQ 11 Wing/DPXR, Building T-20, Room 400, Bolling AFB, DC 20332-5001 |
| 2W | HQ 11 Wing | HQ 11 Wing/DPXR, Building T-20, Room 400, Bolling AFB, DC 20332-5001 |
| 2X | AF Real Estate Agency | HQ 11 Wing/DPXR, Building T-20, Room 400, Bolling AFB, DC 20332-5001 |
| 2Y | 7th Comm Gp | HQ 11 Wing/DPXR, Building T-20, Room 400, Bolling AFB, DC 20332-5001 |
| 2Z | AF Medical Operation Agency | HQ 11 Wing/DPXR, Building T-20, Room 400, Bolling AFB, DC 20332-5001 |
| 34 | ANG Units, Mobilization | HQ 11 Wing/DPXR, Building T-20, Room 400, Bolling AFB, DC 20332-5001 |
| 3C | AFELM USCENCOM | HQ 11 Wing/DPXR, Building T-20, Room 400, Bolling AFB, DC 20332-5001 |
| 3D | AFELM USSOUTHCOM | HQ 11 Wing/DPXR, Building T-20, Room 400, Bolling AFB, DC 20332-5001 |
| 3G | AF Elements Europe | 641 USAFSAS/DPJR, Unit 30402, APO, AE 09131 |
| 3I | Reservists, Central Mang'd | HQ ARPC/DSMO, 6760 E Irvington Place, #2000, Denver, CO 80280-2000 |
| 3J | HQ AF Security Clearance Agency | HQ 11 Wing/DPXR, Building T-20, Room 400, Bolling AFB, DC 20332-5001 |
| 3K | HQ US European Command | 641 USAFSAS/DPJR, Unit 30402, APO, AE 09131 |
| 3L | Center for AF History | HQ 11 Wing/DPXR, Building T-20, Room 400, Bolling AFB, DC 20332-5001 |
| 3M | AFELM USSOCOM | HQ 11 Wing/DPXR, Building T-20, Room 400, Bolling AFB, DC 20332-5001 |
| 3N | AFELM USACOM | HQ 11 Wing/DPXR, Building T-20, Room 400, Bolling AFB, DC 20332-5001 |
| 3O | AFELM USPACOM | HQ 11 Wing/DPXR, Building T-20, Room 400, Bolling AFB, DC 20332-5001 |

| | | |
|-----------|----------------------------|--|
| 3Q | US Strategic Command | US STRATCOM/J122, 901 SAC Boulevard, Suite 3A5, Offutt AFB, NE 68113-6100 |
| 3S | AFELM USSPACECOM | HQ USSPACECOM/JIFF, 250 S Peterson Boulevard, Suite 116, Peterson AFB, CO 80914-3020 |
| 3T | AFELM USTRANSCOM | HQ 11 Wing/DPXR, Building T-20, Room 400, Bolling AFB, DC 20332-5001 |
| 3V | AF Elements | HQ 11 Wing/DPXR, Building T-20, Room 400, Bolling AFB, DC 20332-5001 |
| 3W | AF Center for Enviro Excel | HQ AFCEE/MSI, 8106 Chennault Road, Brooks AFB, TX 78235-5318 |
| 3X | AF Base Disposal Agency | HQ 11 Wing/DPXR, Building T-20, Room 400, Bolling AFB, DC 30222-5001 |
| 3Y | HQ Frequency Mgmt Agency | HQ 11 Wing/DPXR, Building T-20, Room 400, Bolling AFB, DC 20332-5001 |
| 3Z | Joint Svcs Service Agency | HQ 11 Wing/DPXR, Building T-20, Room 400, Bolling AFB, DC 20332-5001 |

- 1.ACRGp is necessary only when required to file a "Statement of Disagreement" according to paragraphs [1.4.2.](#) and [2.22.](#).
- 2.The servicing MPF will provide copies of OPRs to the MAJCOM records custodian when a line officer in grade of captain attains 7 years of active commissioned service and for non-line officers on promotion to grade of captain. MPFs will use an AF Form 330, Records/Transmittal Request, to send the OPRs to the MAJCOM record custodian and include the following statement "Initial documents for creation of the AF Form 527, OCSRGP."
- 3.During periods of full mobilization (not partial) discontinue maintenance and construction of OCSRGP. Retain existing OCSRGP and store for future use. HQ AFPC/DPSRP will notify all Air Force activities when to reestablish them.
- 4.For USAFR individuals not on EAD and not covered in rules 2 and 3, an OCSRGP will not be maintained. Upon assignment to an ANG or USAFR Category A unit, HQ ARPC will forward documents within 10 days. The unit or MAJCOM of assignment is responsible for preparing the OCSRGP folder. (**Note:** In the event of call-up or partial mobilization, OCSRGP documents will not be forwarded to the MAJCOM.)
- 5.HQ AFRES/DPMP will only maintain OCSRGP for officers serving on AD or EAD and Air Reserve Technicians (ART) in Category A units. OCSRGP are not maintained on IMAs.

Table A3.4. Placement of the MPerRGp.

| R U L E | A | B | C | D |
|----------------------------|---|--|--|--|
| | If individual is | and grade is | and record compo- nent is | then the custodian and placement will be (see note 1) |
| 1 | serving on AD or EAD for more than 90 calendar days and strength account- ability is changed to active force | airman basic thru lieuten- ant colonel | officer, HQ USAF selection record group | HQ AFPC/DPPBR1, 550 C Street West, Suite 05, Ran- dolph AFB, TX 78150-4707. |
| | | | master sergeant and senior master ser- geant | HQ AFPC/DPPBR2 (same address as above) |
| | | | correspondence and miscellaneous document file | HQ AFPC/DPSRI, 550 C Street West, Suite 21, Ran- dolph AFB, TX 78150-4723. |
| 2 | | colonel | officer, HQ USAF selection record group | AF/DPO, Colonels Group, 1040 Air Force Pentagon, Suite 5C431, Washington, DC 20330-1040. |
| 3 | | | correspondence and miscellaneous document file | HQ AFPC/DPSRI, 550 C Street, Suite 21, Randolph AFB, TX 78150-4723. |
| 4 | | brigadier general thru general | officer, HQ USAF selection record group | AFGOMO, Air Force Of- fice of General Officer Mat- ters, 1040 Air Force Pentagon, Suite 4E212, Washington, DC 20330-1040. |
| 5 | | | correspondence and miscellaneous document file | HQ AFPC/DPSRI, 550 C Street West, Suite 21, Ran- dolph AFB, TX 78150-4723. |
| 6 | ANG/USAFR not serving on AD or EAD | airman basic thru colonel | entire MPerRGp | HQ ARPC/DSMF, 6760 E Irvington Place, #4000, Denver, CO 80280-4000. |

| | | | | |
|----|--|--|--|--|
| 7 | | brigadier general thru general | officer, HQ USAF selection record group | AFGOMO, Air Force Of- fice of General Officer Mat- ters, 1040 Air Force Pentagon, Suite 4E212, Washington, DC 20330-1040. |
| 8 | | | correspondence and miscellaneous document file | HQ ARPC/DSMF, 6760 E Irvington Place, #4000, Denver, CO 80280-4000. |
| 9 | retired with pay | airman basic thru colonel | entire MPerRGp | NPRC/MPR, 9700 Page Blvd, St Louis, MO 63132-5100. |
| 10 | | brigadier general thru general | | HQ AFPC/DPSRS, 550 C Street West, Suite 21, Ran- dolph AFB, TX 78150-4723. |
| 11 | retired on TDRL | airman basic thru general | | |
| 12 | serving on AD or EAD and holds a Re- serve commission (dual status) | airman basic thru chief master ser- geant | | HQ AFPC/DPSRI, 550 C Street West, Suite 21, Ran- dolph AFB, TX 78150-4723 (for the Air- man and Officer MPerGp). |
| 13 | released from AD or EAD and transferred to the USAFR to com- plete the 8-year mili- tary service obligation (MSO) | | | HQ ARPC/DSMF, 6760 E Irvington Place, #4000, Denver, CO 80280-4000. |
| 14 | retired or discharged reservist with 20 good years awaiting pay at age 60 | airman basic thru general | | |
| 15 | attending the USAF Academy | cadet | | HQ USAFA/DPYQA, 2360 Vandenberg Drive, Suite 3C24, USAF Academy, CO 80840-8720 (see note 2). |
| 16 | retired reservists who cannot become eligi- ble for retired pay in- cluding USAF Reserve Retired List (Non-pay) | airman basic thru general | | NPRC/MPR 9700 Page Blvd St Louis, MO 63132-5100. |

| | | | |
|-----------|---|-------|--|
| 17 | discharged without a remaining MSO | | |
| 18 | deceased (see note 3) | | |
| 19 | missing, missing in action, captured, detained, interned, beleaguered or besieged | | HQ AFPC/DPSRI, 550 C Street West, Suite 21, Randolph AFB, TX 78150-4723. |
| 20 | deserter (dropped from rolls) | | HQ AFPC/DPWCM, 550 C Street West, Suite 15, Randolph AFB, TX 78150-4717. |
| 21 | USAFR enlisted enrolled in the Senior Reserve Officer Training Corps (ROTC) program | cadet | the ROTC detachment to which assigned. |

NOTES:

1. See chapter 7 for access to MPerRGp at AFPC, ARPC, and NPRC.
2. The officer MPerRGp is made for first-class cadets prior to graduation for transfer to HQ AFPC.
3. If Reserve member dies before age 60, has 20 good years for retirement, and Selected Reserve Component Survivor Benefit Plan, HQ ARPC/DSMF maintains records until Survivor Benefit Plan (SBP) payment begins.

Attachment 4

SAMPLE MEMORANDUMS AND RECORDS

Figure A4.1. Sample Memorandum of Decision Not to File Record of Article 15 in Appropriate Selection Record.

MEMORANDUM FOR (Custodian of Master Personnel Record [AFI 36-2608, paragraph 2.5.10])

FROM: (Appropriate 3 line address and ZIP + 4)

SUBJECT: Decision Not To File Record of Article 15 in Appropriate Selection Record (AFI 36-2608)

The attached record of nonjudicial punishment imposed on (grade, name, SSN of individual) will not be filed in the (Officer HQ USAF Selection Record/Officer Command Selection Record or Senior NCO Selection Record).

(signature of commander imposing Article 15
punishment or reviewing authority as appropriate)
(typed name, grade, USAF) (title)

Attachment:

1. Record of Article 15 Punishment

Cy to: Individual concerned w/o Atch

MPF/Career Enhancement w/o Atch

NOTE: This memorandum, although addressed to the Master Personnel Record Custodian to preclude unnecessary indorsements, must be sent to servicing SJA for further processing as indicated in paragraph 2.5.1.5.

FOR OFFICIAL USE ONLY

(when completed)

Figure A4.2. Sample Memorandum of Notification to Individual of Intent to File Record of Article 15 in Appropriate Selection Record.

MEMORANDUM FOR (Individual concerned - grade, name, SSN)

FROM: (Appropriate 3 line address and ZIP + 4)

SUBJECT: Notification of Intent To File Record of Article 15 in Appropriate Selection Record (AFI 36-2608)

On (date of Article 15) I imposed nonjudicial punishment on you. I intend to place the record of this punishment in your (Officer HQ USAF Selection Record and Officer Command Selection Record or Senior NCO Selection Record). You may submit a statement of rebuttal, mitigation, or circumstances to be considered in the evaluation of this matter.

You will acknowledge receipt by indorsement hereon within 3 workdays, and include any statement you wish to make in that indorsement.

(Omit paragraph 3 if memorandum signed by a commander listed in AFI 36-2608 paragraphs 2.5.2.2 and 2.5.2.5)

If, after evaluating your reply, I am still convinced that the Article 15 should be filed, I will send it to a senior review authority who will make the final decision. Otherwise, I will tell the appropriate records custodian not to file the Article 15 in your selection record.

You will be notified of the final decision.

(signature of commander imposing Article 15
punishment) (typed name, grade, USAF)
(title)

Cy to: MPF/Career Enhancement w/o Atch

FOR OFFICIAL USE ONLY
(when completed)

1st Ind (functional address symbol)

TO: (commander imposing Article 15 punishment)

1. Receipt acknowledged.
2. I have/have not attached correspondence for you to consider in evaluating this matter.

Attachment

(signature of individual)

(typed name, grade, USAF)

Figure A4.3. Sample Memorandum of Notification to Review Authority of Intent to File Record of Article 15 in Appropriate Selection Record.

MEMORANDUM FOR (review authority office symbol)

FROM: (Appropriate 3 line address and ZIP + 4)

SUBJECT: Notification of Intent To File Record of Article 15 in Appropriate Selection Record (AFI 36-2608)

I have determined that the record of Article 15 punishment imposed on (grade and name of individual concerned) by me on (date of Article 15) should be filed in the (Officer HQ USAF Selection Record and Officer Command Selection Record or Senior NCO Selection Record). The case is sent to you for the final decision.

(Rationale may be provided if desired.)

(signature of commander imposing Article 15
punishment) (typed name, grade, USAF)
(title)

Attachments:

1. Record of Article 15 Punishment
2. Notification of Intent to Individual
(with any attachments submitted by
individual)

Cy to: Individual w/o Atch

MPF/Career Enhancement w/o Atch

FOR OFFICIAL USE ONLY
(when completed)

Figure A4.4. Sample Memorandum of Decision to File Record of Article 15 in Appropriate Selection Record.

MEMORANDUM FOR (Custodian of Master Personnel Record [AFI 36-2608, paragraph 2.5.10])

FROM: (Appropriate 3 line address and ZIP + 4)

SUBJECT: Decision to File Record of Article 15 in Appropriate Selection Record (AFI 36-2608)

I have determined that the record of Article 15 punishment (date commander imposes punishment) imposed on (grade, name, SSN of individual) will be filed in the (Officer HQ USAF Selection Record and Officer Command Selection Record or Senior NCO Selection Record).

(signature of commander imposing Article 15
punishment, at GCM level or higher, or
review authority)
(typed name, grade, USAF) (title)

Attachments:

1. Record of Article 15 Punishment
2. Notification of Intent to
Individual (with any attachments
submitted by individual)
3. Letter from commander
imposing punishment
(as appropriate)

Cy to: Individual w/o Atch
MAJCOM/Command Records
w/atch (see note 2)

NOTES:

1. This memorandum, although addressed to the Master Personnel Records Custodian to preclude unnecessary indorsements, must be sent as indicated in paragraph 2.5 for further processing.
2. MPF/Career Enhancement will make distribution to MAJCOM/Command Records after receipt from servicing SJA.

EMERGENCY MILITARY PERSONNEL ACTIONS RECORD**Figure A4.5. Sample of Emergency Military Personnel Actions Record.**

NAME _____ GRADE _____

SSN _____

PRESENT ADDRESS _____

HOME PHONE NUMBER _____

PAFSC _____ ADDITIONAL AFSC _____

DATE AND TIME PREPARED _____

ASSIGNED TO _____

PREPARED BY _____

PERSONNEL ACTIONS

| No. | Action | Date | Validation |
|-----|--|----------|-----------------------|
| 1 | Assigned Eglin AFB FL by Direction of AFPC | 1 Aug 80 | J. Logodna, Col, USAF |
| 2 | Hospitalized, broken leg-fell from truck | 2 Aug 80 | R. Smith, Capt, USAF |
| 3 | Spot promotion to major | 9 Sep 80 | G. Custer, Gen, USAF |

Attachment 5

REVIEWING, AUDITING, AND SCREENING RECORDS

Table A5.1. When Record or Data Reviews Are Required for Personnel on EAD.

| R U L E | A | B | C |
|----------------------------|--|--|---|
| | If | then MPF/Customer Service | and MPF/Customer Service |
| 1 | member reports PCS | receives the RRL 60 days after DAS and member is in record status 110. If member is not in a record status 110 after 60 days of DAS the RRL will be produced the first workday after record status 110 occurs. | forwards the RRL to member for review (see note 1). |
| 2 | 1 year has elapsed since last RRev or IDRL | receives the IDRL and sends to the member for review | |
| 3 | member requests RRev (see note 2) | requests RRL on an individual basis (see note 3). | forwards the RRL to member for review (see note 1). |

NOTES:

- 1.Dispose of documents removed during screening according to paragraph [2.11](#).
- 2.These requirements do not apply to the individual who merely wishes to review documentation in their own records, such as OPRs or EPRs.
- 3.Request the RRL as shown in AFMAN 36-2622.

Table A5.2. When RRev is Required for ANG Personnel Not on EAD.

| R U L E | A | B | C | D |
|----------------------------|---|---|--|--|
| | If (see note 1) | then MPF/ | schedules member for a RRev/Audit, as appropriate (see note 2) | and MPF/Customer Service completes |
| 1 | member is initially appointed or enlisted or reports PCS to a unit and is serviced by an on-site MPF | Customer Service identifies these personnel from copy of appointment, enlistment, or assignment order furnished by Personnel Employment | NLT second Unit Training Assembly/ Training Period (UTA/ TP) after entry of initial duty assignment information in PDS and record status has been changed to 110 and duty status equals 00 | review according to para 2.6 and files RRL in UPRG until superseded (see notes 3, 4, 5, and 6). |
| 2 | member is initially appointed or enlisted or reports PCS to a unit and is not serviced by an on-site MPF | | | record audit according to para 2.6 and files RRL in UPRG until superseded (see notes 3, 4, and 6). |
| 3 | officer is selected for attendance at an intermediate or senior service school | Career Enhancement refers member to Customer Service | NLT last UTA/TP before departure for school (see note 7) | review according to para 2.6 files RRL in UPRG until superseded (see notes 3 and 4). |
| 4 | officer is identified by ARPC for promotion consideration by central selection board to captain thru lieutenant colonel | Career Enhancement receives officer selection brief computer product, corrects edit detected errors, and sends to member | | |

| | | | | |
|---|---|--|---|--|
| 5 | member is scheduled for discharge or retirement | Personnel Relocation receives NGB Form 22, Worksheet or Airman Separation Review Data, as appropriate, and schedules member for separation or retirement interview as specified in AFMAN 36-2622 | | |
| 6 | member requests RRev (see note 8) | Customer Service receives request | by appointment at earliest possible date | |
| 7 | member is a nonprior service (NPS) airman or officer student returning from initial tour of AD for training | Customer Service receives notification from Personnel Employment | during in-processing or next scheduled UTA/TP | |
| 8 | member is ordered to AD other than special or school tour for 45 days or more | Career Enhancement refers member to Customer Service | before departure | |

NOTES:

1. Waive the requirement for another event centered review or audit if the member received a complete RRev within the last 90 calendar days. For example, if individual received an event centered review within 90 calendar days of departure for service school, waive the predeparture review or audit. This within 90-calendar days waiver does not apply to the incoming record review or audit (rules 1 and 2). The gaining MPF must conduct an incoming RRev or audit, as applicable, by the second UTA/TP after entry of initial duty assignment information in PDS.
2. MPFs may perform face-to-face RRev in groups of not more than 25 people.
3. Documents removed during screening will be disposed of according to paragraph 2.11..
4. When reconstructing the UPRG use the procedures for the face-to-face review process, (i.e., the individual interview with an RRL). However, do not change the Date-Last-Records-Review in the PDS.
5. Do a records audit for personnel who fail twice to present themselves for a RRev without valid reasons.
6. Remove DD Form 214, AF Form 100, Request and Authorization for Separation, or AF 3219, Separation Physical (SF 88 and SF 93), or letter indicating individual declined a separation physical

at time of incoming record review. Mail documents to HQ ARPC/DSMP, 6760 E. Irvington Place, #4450, Denver, CO 80280-4450.

7. A records audit must be done not later than 45 workdays before departure for IMA members geographically separated from the MPF.
8. These requirements do not apply to the individuals who merely wish to review documents in their own records, such as the last OPR.

Table A5.3. When Record Reconciliation Audit is Required for USAFR.

| R U L E | A | B | C | D |
|----------------------------|---|---|---|---|
| | When the member | the MPF/ | schedules member for a record audit (see note 1) | and the MPF/Customer Service completes |
| 1 | reports to a unit serviced by a collocated MPF | Customer Service identifies these personnel from appointment/enlistment/ assignment orders furnished by the appropriate work unit and | not later than 6 months after DAS (see note 2) | the audit per paragraph 2.6. ; and files a copy of the RRL RIP in the UPRG until superseded (see note 3). |
| 2 | reports to a unit not serviced by a collocated MPF | | | step one of the audit and sends the RRL RIP to the GSU commander for completion of step two, files copy of the RRL RIP in the UPRG until superseded (see note 3). |
| 3 | is an officer selected for attendance at an intermediate or senior service school | Career Enhancement refers the member to Customer Service which | not later than the last UTA/TP before departure for school | the audit per paragraph 2.6.8. and files copy of the RRL RIP in the UPRG until superseded. |
| 4 | is a NPS airman or officer returning from initial tour of active training | Customer Service accomplishes the in- processing actions and | during in-processing or the next scheduled UTA/TP | the audit per paragraph 2.6.8. and files a copy of the RRL RIP in the UPRG until superseded. |
| 5 | has not had a record audit in 4 years (see note 4) | Customer Service receives RRL and | | |
| 6 | requests a record audit | Customer Service receives request and | at earliest possible date | |

| | | | | |
|---|---|---|--|--|
| 7 | is appointed, enlisted, or PCS gain (applies to ARPC MPFs only) | Personnel Employment sets up processing line and requests RRL, then | for IMA review audit will be conducted not later than 90 days after receipt of UPRG from MPF or HQ ARPC/ DPM as appropriate (see note 5) | update of DIN BCJ and files RRL RIP after processing line audits records according to paragraph 2.6.5. (see note 3). |
|---|---|---|--|--|

NOTES:

- 1.Dispose of documents removed during screening according to paragraph 2.11.
- 2.Do a records audit for members who fail twice to present themselves for a RRev without valid reasons.
- 3.Remove DD Form 214, AF Form 100 or AF Form 3219, separation physical (SF 88 and SF 93) or letter indicating individual declined a separation physical at time of the incoming record review. Mail documents to HQ ARPC/DSMP, 6760 E. Irvington Place, #4450, Denver, CO 80280-4450.
- 4.MPFs may perform face-to-face record reconciliation audits in groups of not more than 25 people.
- 5.A record review or audit is not required if a USAFR member's MPF does not change.

Table A5.4. Records Screening Procedures.

| R U L E | A | B | C |
|----------------------------|---|--|--|
| | If action is in conjunction with | then MPF/Customer Service screens UPRG and removes (see note 1) | and MPF/Personnel Relocation on final separation processing |
| 1 | records review | obsolete documents and gives to member concerned. For personnel at a GSU, place documents in an envelope and mail to the member. | |
| 2 | discharge or retirement | the temporary documents (see Attachment 1); places them in a separate plain envelope for each member; annotates the envelope with individual's grade, name, SSN, and "Temporary Documents " (do not seal envelope) and sends all records to Personnel Relocation (see note 2) | gives envelope containing temporary documents to the member. Prepares a DD Form 330 for each record being sent. Inserts AF Form 330, separation and other permanent documents in the AF Form 10 and disposes of FRGp as indicated in Table A6.3. or Table A6.5. (see notes 2, 3, 5 and 6). |
| 3 | release from EAD | the temporary documents unless contrary to the instructions in Attachment 1 , Documents and Forms List; places them in an envelope, and sends all records to Personnel Relocation (see note 2) | gives the member the envelope containing specified temporary documents, and disposes of the FRGp as indicated in Table A6.4. (see notes 3 and 5). |

| | | | |
|---|--------------------------------------|--|--|
| 4 | discharge and immediate reenlistment | <p>the following documents: promotion orders (except for current grade), waiver documents from previous enlistment, enlistment order (including delayed enlistment program enlistment/discharge order); these documents are stapled together with the reenlistment DD Form 4 and AF Form 901, Reenlistment Eligibility Annex (if applicable) and forwarded to HQ AFPC/DPSRI1, 550 C Street West, Suite 21, Randolph AFB, TX 78150-4723. Screen the UPRG versus attach 2 for temporary documents required to be removed; staple these documents together and give them to the member. If record is screened prior to reenlistment, provide the screened documents (both permanent and temporary) Career Enhancement which gives the temporary documents to the member on the date of reenlistment and forwards the permanent documents to AFPC. When the UPRG is screened after the member reenlists, Customer Service will forward the permanent documents to AFPC and provide the temporary documents to the member (see notes 6 and 7). For Reserve/ANG members, forward the applicable documents to HQ ARPC/DSMP, 6760 E Irvington Place, #4450, Denver, CO 80280-4450 (see notes 6, 7, and 8).</p> | <p>gives the member the envelope containing specified temporary documents, and disposes of the FRGp as indicated in Table A6.4. (see notes 3 and 5).</p> |
|---|--------------------------------------|--|--|

NOTES:

- 1.The MPF chief designates Career Enhancement or Personnel Relocation to screen the UPRG on reenlistment and separation actions provided they are thoroughly familiar with record screening procedures.
- 2.If the person is going from EAD to a participating Reserve or ANG status, placed on the TDRL, or is a deserter, forward both temporary and permanent documents in the UPRG.
- 3.If a member elects to reenlist instead of being discharged or released from active duty return all records to the respective records custodians. Send required documents (reference **Table A6.3.**, note 6) to HQ AFPC/DPSRI1, 550 C Street West, Suite 21, Randolph AFB, TX 78150-4723. Permanent documents found after the member's discharge or retirement also must be annotated with each member's grade, name, and SSN, and forwarded to HQ AFPC/DPSRS2, 550 C Street West, Suite 21, Randolph AFB, TX 78150-4723 using a single AF Form 330.
- 4.Personnel Relocation may provide separating members with their temporary documents on their departure from base on terminal leave.
- 5.Customer Service may screen the UPRG before or after reenlistment.
- 6.Give the member the temporary documents listed below:
 - DD Form 4-1-2 (for previous enlistment).
 - AF Forms 1411, **Extension or Cancellation of Extensions of Enlistment in the Regular Air Force Air Force Reserve**, (executed prior to reenlistment).
 - AF Form 418, **Selective Reenlistment Program Consideration**.
 - AF Form 2098, **Duty Status Change**.
 - AF Form 3005, **Guaranteed Aptitude Area Enlistment Agreement - Non-Prior Service - United States Air Force**.
 - AF Form 3006, **Enlistment Agreement - Prior Service/Active USAFR/ANG - United States Air Force**.
 - AF Form 3007, **Guaranteed Training Enlistment Agreement - Non-Prior Service - United States Air Force**.
 - AF Form 3008, **Supplement to Enlistment Agreement - United States Air Force**.
 - AF Form 3009, **Change to Enlisted Agreement - United States Air Force**.
 - AF Form 3010, **USAF Statement of Understanding, Dependent Care Responsibilities**.
- 1.Do not forward these documents to HQ AFPC/DPSRI1 or HQ ARPC/DSMP. Except for the AF Form 418, the originals are already on file in the MPerR.

Attachment 6

DETERMINING RECORDS DISPOSITION

Table A6.1. Disposition of Records of an Individual Who is Reassigned or Placed on TDY.

| R U L E | A | B | C | D |
|----------------------------|--|--|---|---|
| | If individual is | then the UPRG is (see notes 1 and 2) | and other field record subgroups are (see notes 1, 2, and 3) | and the OCSRGp or ACRGp is |
| 1 | reassigned PCS, PCA, or is TDY pending further orders (TD- PFO) (see note 4) | hand-carried (see note 4) | hand-carried | sent by the losing custodian to the new MAJCOM of assignment, if ap- propriate. |
| 2 | reassigned PCS with TDY enroute to Max- well AFB to attend OTS | mailed to OTS/22TSS/ DPM, 50 Chenault Cir- cle, Maxwell AFB, AL 36112-6416 no later than 10 calendar days before OTS class re- porting date (see note 5) | mailed to OTS/22TSS/ DPM, 50 Chenault Cir- cle, Maxwell AFB, AL 36112-6416 no later than 10 calendar days before OTS class re- porting date (see note 5) | N/A. |
| 3 | returned to CONUS on emergency leave with insufficient re- tainability to return to oversea area | kept until end assign- ment is received, and mailed to gaining MPF | kept until end assign- ment is received and mailed to gaining MPF. | |
| 4 | returned from an oversea unit to a CO- NUS installation for separation or retire- ment | hand-carried whenever possible; mailed to CONUS separating MPF not less than 7 calendar days before member's port call if losing servicing MPF is geographically sepa- rated from the unit of assignment (see note 6) | hand-carried (see note 6) | sent by the losing custodian as direct- ed by Table A6.3. , Table A6.4. and Table A6.5. |
| 5 | reassigned to an Air Force hospital in a pa- tient status | mailed by MPF not lat- er than date of depar- ture | mailed by MPF not lat- er than date of depar- ture | sent by the losing custodian to the new MAJCOM. |
| 6 | placed on TDY | kept by the MPF unless specific instructions direct otherwise | hand-carried to TDY station when required for management dur- ing period of TDY | retained by MAJ- COM of assign- ment. |

| | | | | |
|---|---|--|--|------|
| 7 | returned from an overseas unit to a CONUS installation for appellate review | mailed to CONUS MPF as soon as member outprocesses | mailed to CONUS MPF as soon as member outprocesses | N/A. |
|---|---|--|--|------|

NOTES:

1. When member is reassigned to or from a GSU, the member hand-carries the relocatable FRGp records.
2. Comply with special or additional instructions for disposition in conjunction with reassignment action as provided in AFI 36-2110.
3. For personnel assigned PCS without PCA to home awaiting orders, keep FRGp at MPF of assignment.
4. MPFs should exercise the option of permitting individuals to hand-carry their records unless prohibited by notes 3, 5, or 6. If records are mailed, they must be mailed to the gaining MPF not later than 15 calendar days before the member's departure date. For member being assigned to a GSU without a personnel function (or AFIT assignments) not collocated with the gaining MPF, mail the UPRG. However, if member is required to personally report to the GSU, hand-carrying is authorized.
5. If records are not forwarded to arrive 10 days before class reporting date, forward a message to OTS/22TSS/DPM with date records were forwarded.
6. For individual returning for separation processing under AFI 36-3208 the Personnel Relocation element entrusts the individual's FRGp to an Air Force NCO for delivery to the CONUS MPF/Personnel Relocation. This NCO should also be returning for normal separation and be booked on a prior or the same flight as the projected separatee. Mail record if hand-carrying is not feasible.

Table A6.2. Disposition of Records of an Individual Who is Ordered to EAD, Active Duty or Enters

Active Duty for Training (ADT).

| R UL E | A If an individual is | B then the FRGp is | C and the OCSRGP or ACRGP is | D and the MPerRGp is |
|-----------------------|--|---|--|---|
| 1 | in the ANG or USAFR and is ordered to EAD for more than 90 calendar days as an individual other than those in rule 2 (includes former AFROTC cadets enlisted according to AFI 36-2015) (For mobilization see rules 7 through 10) | sent to the MPF of the first active duty PCS unit of assignment to arrive no later than 1 day before effective date of EAD (see note 1) | sent by the losing custodian to the MAJCOM of assignment | sent by the losing custodian to HQ AFPC/DPSR, 550 C Street West, Suite 21, Randolph AFB, TX 78150-4723 to arrive NLT effective date of duty (see notes 2, 3 and 4). |
| 2 | in the ANG or USAFR and is ordered to EAD as an individual for training with a civilian educational institution or military technical facility in a TDY en route to PCS status | sent to the MPF of the active duty PCS unit of assignment to arrive not later than 1 day prior to effective date of EAD (see notes 5 and 6) | | |
| 3 | an ANG airman recalled to EAD for unfulfilled balance of ADSC-Palace Chase commitment under the provisions of AFI 36-3205 and ANGR 39-10 | sent to servicing MPF to arrive not later than 1 day before effective date (see notes 1, 2, 7, 8, and 9); kept by USAFR MPF | kept by USAFR or ANG MPF | |
| 4 | is on ADT (90 or more days) for attendance at a technical training facility | | | kept by HQ ARPC/DSMF 6760 E Irvington Place, #4000, Denver, CO 80280-4000. |
| 5 | a USAFR airman recalled under the provisions of AFI 36-2115 due to unsatisfactory training performance | kept by MPF | | |
| 6 | an airman on initial active duty training (IADT) under the provisions of AFI 36-8001 | hand-carried to Basic Military Training (BMT) by the individual | | |

| | | | | |
|----|--|---|--|--|
| 7 | in the ANG/USAFR and is ordered to AD as an individual or in a unit recall or partial mobilization and where strength accountability does not change | kept by MPF servicing the unit (do not distribute source documents resulting from this action to HQ AFPC/DPSRI as strength accountability does not change) | | |
| 8 | in the ANG/USAFR and is ordered to AD as a result of full mobilization and strength accountability changes from an ARC MPF to an active force MPF | kept by the ARC MPF when ARC MPF is mobilized, otherwise send to the designated active duty MPF to arrive within 30 days after effective date of mobilization | sent by the losing custodian to the MAJCOM of assignment OCSR will consist of all copies of OPRs (see note 10) | sent by losing custodian to HQ AFPC/DPSR, 550 C Street West, Suite 21, Randolph AFB, TX 78150-4723 within 90 calendar days after effective date of mobilization (see note 11). |
| 9 | an Individual Ready Reservist (IRR) Standby Reserve, Retired Reserve members or IMAs, called to AD during mobilization for more than 90 calendar days. | sent to the designated gaining active duty MPF within 30 calendar days after effective date of mobilization (see note 11) | sent by HQ ARPC/DSMS to the MAJCOM of assignment. OCSR will consist of all copies of OPRs (see note 10) | sent by HQ ARPC/DSMS to HQ AFPC/DPSR, 550 C Street West, Suite 21, Randolph AFB, TX 78150-4723 within 90 days after effective date of mobilization. |
| 10 | a Retired active duty member called to AD during mobilization for more than 90 calendar days | sent by NPRC to HQ AFPC/DPPAOR, 550 C Street West, Suite 19, Randolph AFB, TX 78150-4721 (see note 6) | sent by HQ AFPC/DPPAOR to the MAJCOM of assignment. OCSR will consist of all copies of OPRs (see note 10) | sent by DPPAOR to DPSRI. |

NOTES:

1. Manage personal clothing and equipment record group according to AFMAN 23-110.
2. Include one copy of the administrative order effecting the action.
3. Send after actions connected with inducting or ordering the officer or airman to active duty have been completed and filed in the MPerRGp.
4. Forward OSRs for general officers ordered to active duty to AFGOMO, Air Force Office of General Officer Matters Group, 1040 Air Force Pentagon, Suite 4E212, Washington, DC 20330-1040.
5. The TDY MPF initiates the UPRG (AF Form 10) and files all documents prepared during EAD processing. Forward the UPRG to the gaining PCS MPF within 10 days after the individual's arrival.

Any documents (medical, dental or personnel) generated at the TDY MPF after the UPRG is sent will be hand-carried by the member to the gaining PCS station on completion of TDY. The MPF conducting EAD processing ensures compliance with all other related processing requirements stated in the EAD order.

- 6.HQ AFPC/DPPAOR will forward FRGp documents to the individual's first PCS MPF of assignment for inclusion in the UPRG. Send copies of medical examinations and related documents on AFROTC accessions in 18XX career field directly to USAF Hospital/SGPC, Vandenberg AFB CA 93437-5000.
- 7.Send health record group with FRGp.
- 8.MPF ensures documents prepared on a member after entry on ADT are sent immediately to the active duty servicing MPF.
- 9.The servicing MPF mails the FRGp directly to HQ ARPC/DSMP for personnel discharged while on ADT.
- 10.During periods of full mobilization (not partial), OCSRs will not be maintained or constructed. Retain existing OCSRs and store for future use. HQ AFPC will notify all Air Force activities when to reestablish maintenance and construction.
- 11.HQ ARPC will provide necessary microfiche records and paper documents that comprise the FRGp.

Table A6.3. Disposition of Records of an Individual Who is Discharged While on EAD.

| R U L E | A | B | C | D | E |
|----------------------------|----------------------------|---|---|---|---|
| | If an individual is | and is | then the documents in the FRGp are (see note 1) | and the OCS-RGp or the ACRGp is | and the MPer-RGp is |
| 1 | an officer | in the RegAF and is discharged and immediately commissioned in the USAFR not on AD | sent to HQ ARPC/DSMP, 6760 E Irvington Place, #4450, Denver, CO 80280-4450, within 5 calendar days after event (see note 2) | sent according to Table A3.2. | sent to HQ ARPC/DSMF 6760 E Irvington Place, #4450, Denver, CO 80280-4000. |
| 2 | | in the RegAF and is discharged and immediately commissioned in ANG not on AD | | sent to Adjutant General of the State, Puerto Rico, the Virgin Islands, Guam, or the District of Columbia | |
| 3 | | discharged as a commissioned officer | sent to HQ AFPC/DPSRS2, 550 C Street West, Suite 21, Randolph AFB, TX 78150-4723 (see notes 3 and 4) | retained by MAJCOM for 30 days and destroyed if not requested by member | sent to NPRC/MPR, 9700 Page Blvd St Louis, MO 63132-5100. |
| 4 | | in the RegAF and is discharged, accepts a commission in the USAFR or ANG, and remains on AD | kept by the servicing MPF (see note 4) | kept by MAJCOM of assignment | kept by HQ AFPC/DPSRI, Randolph AFB, TX 78150-4723. |

| | | | | | |
|---|------------|---|---|---|--|
| 5 | | in the RegAF and discharged and immediately commissioned in the USAFR, and has a concurrent assignment as an IMA or to a Reserve unit | sent to the gaining USAFR MPF/ Personnel Employment for unit personnel or HQ ARPC/ MSPAF for IMAs within 7 calendar days after event | sent according to Table A3.2. | sent to HQ ARPC/ DSMF 6760 E Irvington Place, #4000, Denver, CO 80280-4450. |
| 6 | | discharged from all commissioned status and enlists as an airman | sent to HQ AFPC/ DPSRS2, 550 C Street West, Suite 21, Randolph, AFB TX 787150-4723 within 5 calendar days after discharge (see notes 5 and 6) | retained by MAJCOM for 30 days and destroyed if not requested by member | kept by HQ AFPC/ DPSR, Randolph AFB, TX 78150-4723. |
| 7 | an officer | discharged, accepts or retains a commission in the USAFR and enlists as an airman | | | kept by HQ AFPC/ DPSR, Randolph AFB, TX 78150-4723. |
| 8 | | in the RegAF and is discharged, accepts temporary appointment and remains on AD | kept by servicing MPF | kept by MAJCOM of assignment | |
| 9 | | serving in the ANG and is discharged by the State and remains on EAD | kept by the servicing MPF (see note 5). | | |

| | | | | | |
|-----------|-----------|---|---|---|---|
| 10 | an airman | in the RegAF or USAFR and is discharged | sent to HQ AF-PC/ DPSRS2, 550 C Street West, Suite 21, Randolph AFB, TX 78150-4723 within 5 calendar days after event (see notes 3 and 9) | sent to servicing MPF before effective date of discharge for presentation to airman | sent to NPRC/MPR, 9700 Page Blvd St Louis, MO 63132-5100 (see note 7). |
| 11 | | in the RegAF or in the USAFR, is discharged and immediately reenlists | kept by the servicing MPF (see notes 5 and 10) | kept by MAJ-COM of assignment | kept by custodian. |
| 12 | | in the RegAF or USAFR and is discharged to accept appointment as a RegAF or USAFR officer who enters on AD or EAD as an officer | sent to HQ AFPC/ DPPAOR, 550 C Street West, Suite 22, Randolph AFB, TX 78150-4724 within 5 calendar days after event (see notes 6 and 7) | sent to servicing MPF before effective date of discharge for presentation to airman | kept by HQ AFPC/DPSR. |
| 13 | | in the RegAF and is discharged, does not immediately reenlist in the RegAF and holds a USAFR commission, but does not enter EAD as an officer | sent to HQ AR-PC/ DSMP, 6760 E Irvington Place, #4450, Denver, CO 80280-4450 within 5 calendar days after event (see notes 3 and 4) | | sent to HQ ARPC/DSMF 6760 E Irvington Place, #4450, Denver, CO 80280-4000. |

| | | | | |
|----|-----------|--|---|--|
| 14 | an airman | in the RegAF, is discharged to accept a commission in the ANG or USAFR, but does not enter EAD as an officer | sent to HQ ARPC/DSMP for USAFR officers and for ANG officers send to ANG MPF/Personnel Employment (see notes 2 and 4) | sent to HQ ARPC/DSMF 6760 E Irvington Place, #4450, Denver, CO 80280-4000. |
| 15 | | discharged and immediately enlists in the ANG or USAFR for a specific Reserve unit or as an IMA | sent to the USAFR/ANG MPF/Personnel Employment for unit personnel or to HQ ARPC/DP-MAF for IMAs (see note 11) | |

NOTES:

1. Send temporary and permanent documents, or permanent documents only, as applicable ([Table A5.4.](#) and [Table A2.1.](#)).
2. Forward health record group (medical and dental records) with copy of DD Form 214 (part 3) to Department of Veterans Affairs, Service Medical Records Center, P. O. Box 150950, St Louis, MO 65113-8960, within 5 workdays after discharge, for individuals not assigned to a Reserve or ANG unit or MA position. **NOTE:** The medical treatment facility (MTF) is responsible for forwarding health records and loose medical documents to the VA that are not provided to the MPF within 5 workdays after member's discharge.
3. Forward health record group (medical and dental records) with a copy of DD Form 214 (part 3) to Department of Veterans Affairs, Service Medical Records Center, P. O. Box 150950, St Louis, MO 65113-8960, within 5 workdays after discharge for individuals not filing a claim for VA disability at time of discharge. For members filing a claim for VA disability at time of discharge, send health record group with copy of DD Form 214 (part 3) and VA Form 21-526E (Veteran's Application for Compensation or Pension at Separation from Service) to the Veterans Administration Regional Office (VARO) of the state member intends to reside. File a copy of AF Form 330 transmitting records to the VA in the UPRG. **NOTE:** The MTF is responsible for forwarding health records and loose medical documents to the VA that are not received by the MPF within 5 workdays after the member's discharge.
4. Put DD Form 214 (part 2) and two copies of the administrative order effecting the action in the records.
5. Health record group continues to be managed in the FRGp as current records until a change in status occurs requiring other actions.

6. Forward documents prepared for enlistment of former officers into the RegAF to HQ AFPC/DPPAOR, 550 C Street West, Suite 20, Randolph AFB, TX 78150-4722, to establish an enlisted MPerRGp.
7. HQ AFPC/DPSRS2 integrates permanent documents from MPFs with the individual's MPerRGp. For members immediately enlisting or commissioned, the servicing medical facility maintains health records until member is reassigned.
8. Includes members who are discharged and immediately reenlist in the USAFR for ROTC.
9. If the member is being voluntarily discharged before expiration of term of service (ETS) or involuntarily discharged according to AFI 36-3208, the MPF, Personnel Relocation must ensure the administrative separation case file (signed original) is in the FRGp before mailing to HQ AFPC/DPSRS2.
10. See [Table A5.4.](#), rule 4.
11. Records screening must be done at the USAFR MPF as required by [Table A3.2.](#) and [Table A3.3.](#)

Table A6.4. Disposition of Records of an Individual Released from AD or EAD.

| R U L E | A | B | C | D |
|----------------------------|---|--|--|--|
| | If | then the FRGp is | and the OCSRGp or ACRGp is sent to | and the MPerRGp is sent to |
| 1 | ANG officer or airman is released from AD/ individual or unit recall where strength accountability reverts to the ANG | returned to the ANG MPF unit of assignment (see notes 1, 2, 3, and 4) | the appropriate Adjutant General of the State, Puerto Rico, the Virgin Islands, Guam or the District of Columbia | HQ ARPC/DSMF, 6760 E Irvington Place, #4450, Denver, CO 80280-4400, to arrive no later than 30 days after event. |
| 2 | ANG officer or airman is released from AD and strength accountability reverts to the ANG | hand-carried by member to the ANG MPF (see notes 1, 2, 4, and 5) | | |
| 3 | ANG airman is released from EAD, has a remaining MSO and no time remaining in current ANG enlistment | sent to HQ ARPC/DSMP, 6760 E Irvington Place, #4450, Denver, CO 80280-4450 within 5 calendar days of release (see notes 1, 4, and 6) | see Table A3.2. | |
| 4 | USAFR officer or airman is released from EAD as a result of unit demobilization | kept by the unit or returned to the USAFR MPF or ARPC/ DPMAE (see notes 1, 2, 3, and 4) | | |
| 5 | Officer or airman is released from AD or EAD as an individual and is assigned to a Reserve or ANG unit including release under project PALACE CHASE | sent to the gaining MPF the first workday after release (see notes 1, 2, 3, and 4) | | |

| | | | | |
|---|--|--|---|--|
| 6 | Officer or airman is released from AD or EAD as an individual and is assigned to an MA position including release under project PALACE CHASE | sent to HQ ARPC/DPMAE, 6760 E Irvington Place, #3800, Denver, CO 80280-3800 the first workday after release (see notes 1, 2, 3, and 4) | | |
| 7 | Reg AF or USAFR airman is released from AD or EAD with remaining MSO or time remaining in current Reserve enlistment and not assigned to a Reserve unit or MA position | sent to HQ ARPC/DSMP, 6760 E Irvington Place, #4450, Denver, CO 80280-4450 within 5 calendar days of release (see notes 1, 2, 4, and 6) | see Table A3.2. | HQ ARPC/DSMF, 6760 E Irvington Place, #4450, Denver, CO 80280-4400, to arrive no later than 30 days after event. |
| 8 | USAFR officer is released from EAD as an individual and retains status in the USAFR and is not assigned to a Reserve unit or MA position | | retain for 30 days and destroy if not requested by member | |
| 9 | USAFR or ANG officer is released from EAD as an individual and immediately enlists in the RegAF | sent to HQ AFPC/DPSRS2, 550 C Street West, Suite 21, Randolph AFB, TX 78150-4723 within 5 calendar days from release (see notes 1, 2, and 4) | | kept by HQ AFPC/DPRS1. |

NOTES:

1. Manage personal clothing and equipment record according to AFMAN 23-110.
2. Notify custodian of OCSRGp or ACRGp, if applicable. Commands must establish procedures.
3. The gaining MPF screens the FRGp immediately on receipt for the following documents or records:
 - DD Form 214 (part 2).
 - AF Form 100.

²For individuals released under project PALACE CHASE, include AF Form 2631, PALACE CHASE Statement of Understanding Contract (copies are to be retained in section IV of UPRG), and related documents created for PALACE CHASE enlistment or appointment. (For ANG MPF only, forward original copy of DD Form 4-1-2 of ANG enlistment.) Staple all documents together and forward with AF Form 330, within 5 calendar days of date arrived station to the appropriate address:

- For USAFR individuals: HQ ARPC/DSMP, 6760 E Irvington Place, #4450, Denver, CO 80230-4450.

- For ANG individuals: HQ ARPC/DSMP (The Adjutant General of the appropriate state may request they be provided copies of documents). **NOTE:** All other permanent documents must remain on file in the UPRG and be disposed according to provisions in [Table A5.4.](#)

- 1.Put DD Form 214 (part 2) and two copies of the administrative order effecting the action in the AF Form 10.
- 2.Notify HQ AFPC/DPSRS2, 550 C Street West, Suite 21, Randolph AFB, TX 78150-4723, by letter of officer's release from EAD. Attach one copy of release order.
- 3.Forward health record group (medical and dental records) with a copy of DD Form 214 (part 3) to Department of Veterans Affairs, Service Medical Records Center, P. O. Box 150950, St Louis, MO 65113-8960, within 5 workdays after release, for individuals who are not filing a claim for VA disability at time of separation. For members filing a claim for VA disability at time of separation, send health record group with a copy of DD Form 214 (part 3) and VA Form 21-526E to VARO of the state member intends to reside. File a copy of AF Form 330 transmitting records to the VA the UPRG. **NOTE:** The MTF is responsible for forwarding health records and loose medical documents to the VA that are not provided to the MPF within 5 workdays after the member's separation.

Table A6.5. Disposition of Records of an Individual Who Retires or Changes Status on the Retired

List.

| R U L E | A | B | C | D |
|----------------------------|---|--|---|--|
| | If an individual is | the losing MPF sends the FRGp within 5 calendar days to (see note 1) | and the OCSRGP or the ACRGP is | and the MPerRGp is sent to |
| 1 | retired with pay while serving on EAD | HQ AFPC/DPSRS2, 550 C Street West, Suite 21, Randolph AFB, TX 78150-4723 (see notes 2, 3, and 4) | retained for 30 days and destroyed if not requested by member | NPRC/MPF, 9700 Page Blvd, St Louis, MO 63132-5100 (see note 5). |
| 2 | on EAD from retired status and reverts to retired status | | | |
| 3 | placed on TDRL | | | not transferred. (see note 8). |
| 4 | in the USAFR or ANG and is placed on the USAF Retired List or USAF Reserve Retired List | HQ ARPC/DSMP, 6760 E Irvington Place, #4450, Denver, CO 80280-4450 (see notes 2, 3, 4, and 7) | | NPRC/MPF, 9700 Page Blvd, St Louis, MO 63132-5100 (see notes 5 and 9). |

NOTES:

1. Send permanent documents authorized by [Table A2.1](#). See paragraph [2.11](#). and [Table A5.4](#).
2. Put DD Form 214 (part 2) or NGB Form 22 (copy 2), except non-EAD USAFR, and a copy of the order effecting retirement with the documents being sent.
3. Consolidate permanent documents with the MPerRGp.
4. Forward health record group (medical and dental records) with copy of DD Form 214 (part 3) to the Department of Veterans Affairs, Service Medical Records Center, P. O. Box 150950, St Louis, MO 63115-8960, within 5 workdays after retirement for individuals not filing a claim for VA disability at time of retirement. For members filing a claim for disability at time of retirement, send health record group with copy of DD Form 214 (part 3) and VA Form 21-526E to the Veterans Administration Regional Office (VARO) of the state member intends to reside. File a copy of AF Form 330 transmitting records to VA in the UPRG. **NOTE:** The MTF is responsible for forwarding health records and loose medical documents to the VA that are not received by the MPF within 5 workdays after the member's retirement.

5. Retain the records of general officers entitled to retired pay at HQ AFPC/DPSRS2. HQ ARPC maintains records of general officers awaiting eligibility for retired pay and transfers to HQ AFPC/DPSRS2, 550 C Street West, Suite 21, Randolph AFB, TX 78150-4723 when member reaches age 60.
6. Send UPRG with both temporary and permanent documents.
7. For ANG airmen, the FRGp is sent to the Adjutant General of the appropriate State, Puerto Rico, Virgin Islands, Guam, or the District of Columbia to arrive within 20 calendar days.
8. HQ ARPC sends the consolidated unit and master personnel record to HQ AFPC/DPSRS2, 550 C Street West, Suite 21, Randolph AFB, TX 78150-4723.
9. HQ ARPC maintains the MPerRGp on members entitled to retired pay at age 60. The MPerRGp is forwarded to NPRC/MPR, 9700 Page Blvd, St Louis, MO 63132-5100 when member attains age 60.

Table A6.6. Disposition of Records of an Individual Who Dies.

| R U L E | A | B | C | D |
|----------------------------|---|--|--|--|
| | If an individual | then the FRGp is | and the Com- mand Record Group is | and the MPer- RGp is mailed to |
| 1 | dies while serving on EAD | sent by MPF/Customer Service to HQ AFPC/DPSRS2, 550 C Street West, Suite 21, Randolph AFB, TX 78150-4723 within 5 calendar days from date of death or after release by investigative personnel, as applicable (see notes 1, 2 and 3) | destroyed by the losing custodian | NPRC/MPR, 9700 Page Blvd, St Louis, MO 63132-5100 (see notes 4 and 5). |
| 2 | in the USAFR or ANG dies while not on EAD | sent to HQ ARPC/DSMP, 6760 E Irvington Place, #4450, Denver, CO 80280-4450, to arrive within 5 calendar days after receipt of death certificate or death order (see notes 1, 2, 3 and 6) | | |
| 3 | in the USAFR Sr ROTC program dies before completion of requirements for appointment | | nonexistent | does not require transfer. |
| 4 | dies while attending the USAF Academy | sent by USAFA/DPYQA to USAFA/DFRR within 5 calendar days from date of death | | |

NOTES:

1. Screen the records before sending to remove disposable documents according to **Table A2.1**. Enter "Deceased Records - Expedite" in large letters on the lower left corner of the mailing envelope.
2. Forward health record group (medical and dental records) and a copy of DD Form 1300, Report of Casualty, to the Veterans Administration Regional Office (VARO) rendering assistance to surviving family members; if no assistance is being provided send health record group to the Department of Veterans Affairs, Service Medical Records Center, P. O. Box 150950, St Louis, MO 63115-8960. File a copy of AF Form 330 transmitting records to the VA in the UPRG.
3. Include a copy of the DD Form 1300 or death order in the FRGp.
4. Consolidate the unit, master records, and casualty case file before sending; screen the UPRG and MPerRGp to remove disposable documents according to **Table A2.1**.

5. Send records maintained by ARPC/DS pertaining to commissioned status to HQ AFPC/DPSRS2. HQ AFPC/DPSRS2 maintains only one MPerRGp in dual status cases.

6. For ANG, send the FRGp to the Adjutant General of the appropriate State, Puerto Rico, Virgin Islands, Guam, or the District of Columbia to arrive within 5 calendar days.

Table A6.7. Disposition of Records of an Individual Who Has Been Dropped from Rolls.

| R U L E | A | B | C | D |
|----------------------------|---|---|---|--|
| | If an | then the losing MPF sends the FRGp to | and the OCSRGP or the ACRGP is | and the MPerRGp is |
| 1 | airman is dropped from the unit rolls as a deserter (AFI 36-2911) | HQ AFPC/ DPWCM, 550 C Street West, Suite 15, Randolph AFB, TX 78150-4717 within 5 workdays (see notes 1, 2, 3 and 4) | sent to HQ AFPC/ DPWCM, 550 C Street West, Suite 15, Randolph AFB, TX 78150-4717 within 5 workdays | kept by HQ AFPC/ DPSRS2, 550 C Street West, Suite 21, Randolph AFB, TX 78150-4723 (see note 5). |
| 2 | officer is dropped from the rolls of the Air Force while serving on EAD | | | sent to NPRC/MPR, 9700 Page Blvd, St Louis, MO 63132-5100. |
| 3 | individual is confined in a foreign penal institution and has been dropped from the unit rolls | HQ AFPC/ DPSRS2, 550 C Street West, Suite 21, Randolph AFB, TX 78150-4721 (see notes 6 and 7) | destroyed | kept by HQ AFPC/ DPSRS2, 550 C Street West, Suite 21, Randolph AFB, TX 78150-4723. |
| 4 | individual is confined to a penal institution as a result of conviction by civil court in the United States, its commonwealths or possessions and has been dropped from the unit rolls and discharge is inappropriate | | | |

NOTES:

1. Manage personal clothing and equipment record group according to AFMAN 23-110. Send health record group with FRGp.
2. Do not screen these records according to [Attachment 2](#), since some of the material removed from the record may be of value in making a final determination of status.
3. Send records by AF Form 330. Include copy of administrative order or AF Form 2098 effecting the action and DD Form 458, **Charge Sheet**.
4. Forward existing unfavorable information file (UIF) with FRGp according to AFI 36-2907.
5. HQ AFPC/DPSRS2 keeps the MPerRGp until final action on record is completed.
6. The losing MPF must reproduce and maintain the following documents to provide administrative support to the member while in the penal institution. Keep these reproduced documents until the individual is transferred to the separation facility:
 - DD Form 4-1-2, **Enlistment/Reenlistment Document - Armed Forces of the United States**.
 - DD Form 93, **Record of Emergency Data**.
 - DD Form 398, **DoD Personnel Security Questionnaire**, or 1966- 1, 1966-2, and 1966-4, **Record of Military Processing - Armed Forces of the United States**.
 - Any other documents deemed necessary to administer to the individual's needs.
1. The servicing MPF must notify HQ AFPC/DPSRS2 and the port separation facility as early as possible before the individual's departure from overseas. This notification must afford HQ AFPC/DPSRS2 sufficient lead time, but not less than 10 calendar days, to send the FRGp to the port separation facility.

Table A6.8. Disposition of Records of an Individual Who is Court-Martialed or Dismissed.

| R U L E | A | B | C | D |
|----------------------------|---|--|---|---|
| | If individual is (see note 1) | then the losing MPF sends the FRGp (see note 2) | and the OC-SRGp or ACRGp is | and the MPerRGp |
| 1 | an officer whose been court-martialed and the sentence includes confinement and dismissal, and officer is confined in a military confinement facility and has been dropped from unit rolls according to AFMAN 36-2125 before sentence is ordered executed | within 5 workdays of departure, to the MPF/Personnel Employment of the facility where the person is confined | destroyed | does not require transfer. |
| 2 | an officer dismissed while on EAD | within 5 workdays of the effective date of dismissal, to HQ AFPC/DPSRS2, 550 C Street West, Suite 21, Randolph AFB, TX 78150-4723 (see notes 3, 4, and 5) | retained for 30 days and destroyed if not requested by member | is sent to NPRC/MPR, 9700 Page Blvd, St Louis, MO 63132-5100. |
| 3 | court-martialed and sentence to confinement is suspended or revoked and individual is returned to duty | within 5 workdays of departure, to the MPF/Personnel Employment of the unit of assignment | sent to new MAJCOM of assignment | does not require transfer. |
| 4 | court-martialed and sentence is finally approved and ordered executed, includes confinement in the US Disciplinary Barracks, Ft Leavenworth, KS with or without dismissal or discharge | within 5 workdays of departure, to HQ AFSPA/SPCI, 8201 H Avenue SE, Kirtland AFB, NM 87117-5664 (see notes 6, 7, 8, and 9) | destroyed | |
| 5 | an airman in confinement who has been sentenced to a bad conduct or dishonorable discharge and sentence has been finally approved and ordered executed | if confinement is at the US Disciplinary Barracks send to HQ AFSPA/SPCI, 8201 H Avenue SE, Kirtland AFB, NM 87117-5664, within 5 workdays of departure. If confinement is at any other facility: to the MPF/Personnel Employment of the commander who will execute the discharge action (see note 9) | | |

| | | | | |
|---|---|---|-----------|---|
| 6 | an airman whose court-martial sentence includes confinement and is finally approved and ordered executed, and that portion of the sentence providing for punitive discharge has been suspended | | | |
| 7 | an airman whose court-martial sentence is finally approved and ordered executed, includes confinement in a base or local confinement facility and punitive discharge | within 5 workdays to HQ AFPC/DPSRS2, 550 C Street West, Suite 21, Randolph AFB, TX 78150-4723 when punitive discharge order is executed and discharge actions are completed (see notes 3, 4, and 5) | | |
| 8 | an airman whose court-martial sentence is finally approved and ordered executed, and designates the airman to go to HQ AFSPA/SPCI, Kirtland AFB, NM | within 5 workdays of departure to HQ AFSPA/SPCI, 8201 H Avenue SE, Kirtland AFB, NM 87117-5664 (see notes 6, 9, and 10) | | |
| 9 | an airman whose court-martial sentence is finally approved and ordered executed, includes punitive discharge, but not confinement, or when confinement is included, and it has already been served, and airman is on mandatory Appellate Review Leave | to HQ AFPC/DPSRS2, 550 C Street West, Suite 21, Randolph AFB, TX 78150-4723, within 5 workdays of completion of all discharge actions (see note 3) | destroyed | is sent to NPRC/MPR, 9700 Page Blvd, St Louis, MO 63132-5100. |

NOTES:

1. For the purpose of this table, finally approved and ordered executed refers to the point when the convening authority orders sentence executed before final appellate review. **EXCEPTION:** When rules 2 and 9 apply, then it refers to after final appellate review.
2. Manage personal Clothing Equipment Record Group according to AFMAN 23-110.
3. Separating MPF sends health record group (medical and dental records) with a copy of DD Form 214 (part 3) to the Department of Veterans Affairs, Service Medical Records Center, P. O. Box 150950, St Louis, MO 63115-8960, within 5 workdays after discharge. File a copy of AF Form 330 transmitting records to the VA in the UPRG.
4. Include a copy of administrative order or AF Form 2098, effecting the action.

5. Consolidate the unit and master records. Screen before sending to remove disposable documents according to [Attachment 2](#).
6. Mail health and dental records direct to the designated confinement facility. File a copy of the AF Form 330 in the AF Form 10 to reflect this action.
7. The losing MPF reproduces and sends copies of the following documents to the US Disciplinary Barracks, Fort Leavenworth, KS 66027-7120.
 - AF Forms 2098.
 - DD Form 4-1-2.
 - DD Form 93.
 - DD Form 398 or 1966.
 - APRs or EPRs.
 - RRL.
1. If the individual has prior service, HQ AFPC/DPSRS2 reproduces a copy of DD Form 214 and forwards it to the US Disciplinary Barracks, Fort Leavenworth, KS 66027-7120.
2. HQ AFSPA/SPCI will provide record support to the United States Disciplinary Barracks, Fort Leavenworth, KS.
3. Mail FRGp within 72 hours of individual's departure. Insure all actions are completed by screening records to support lost time (AF Form 2098), there are no projections for assignments or separations pending, and current grade is entered in PDS; any exceptions should be noted on AF Form 330.

Table A6.9. Disposition of Records of Reserve Force Members Discharged, Enlisted/Reenlisted,

Transferred or Reassigned While Not on EAD.

| R UL E | A | B | C | D |
|--------------|---|--|---|--|
| | If an individual is not on EAD and is | then the losing MPF sends the FRGp to | and the Command Record Group is sent to | and the MPerRGp |
| 1 | reassigned/transferred to ARPC from a USAFR unit, a mobilization augmentee (IMA) position or from ANG (including airmen reverting to Retired Status under 10 U.S.C. 8914) | HQ ARPC/DSMP, 6760 E Irvington Place, #4450, Denver, CO 80280-4450, to arrive within 5 calendar days after event (see notes 1, 2, and 3) | HQ ARPC/DSMP, 6760 E Irvington Place, #4450, Denver, CO 80280- 4450 | does not require transfer. |
| 2 | reassigned or transferred to a USAFR unit or mobilization augmentee (IMA) position from ARPC to ANG | the gaining MPF/ Personnel Employment to arrive within 5 calendar days after event (see notes 4 and 5) | see Table A3.2. | |
| 3 | reassigned to a USAFR unit or mobilization position from a USAFR unit or mobilization position | the gaining MPF/ Personnel Employment to arrive within 5 calendar days after event (see note 6) | | |
| 4 | transferred to the ANG from a USAFR unit, a mobilization position or ARPC | | | |
| 5 | in the USAFR, discharged, and does not immediately reenlist in the USAFR | HQ ARPC/DSMP, 6760 E Irvington Place, #4450, Denver, CO 80280-4450 within 5 calendar days after event (see notes 2, 3, 5, and 6) | | is sent to NPRC/MPR, 9700 Page Blvd, St Louis, MO 63132-5100 (see note 7). |
| 6 | in the USAFR, is discharged, and immediately reenlists in the USAFR | the servicing MPF (see note 8) | | does not require transfer. |

| | | | | |
|-----------|--|---|---------------------------------|--|
| 7 | in the USAFR, discharged to accept a RegAF or USAFR appointment, and enters AD or EAD as an officer | HQ AFPC/DPPAOR, 550 C Street West, Suite 10, Randolph AFB, TX 78150-4712 within 5 calendar days after event (see notes 1 and 9) | | is sent to HQ AFPC/DPSR, 550 C Street West, Suite 21, Randolph AFB, TX 78150-4723, within 10 days after receipt of pull lists. |
| 8 | in the USAFR, discharged to accept a USAFR appointment and does not enter EAD as an officer (see note 9) | the gaining MPF NLT 1 day before EDCSA, if the individual changes units. If not, no transfer is required | see Table A3.2. | is kept by custodian and merged with officer MPerRGp. |
| 9 | in the USAFR and discharged to enlist in the RegAF | HQ AFPC/DPPAOR, 550 C Street West, Suite 10, Randolph AFB, TX 78150-4722 (see notes 1 and 9) | | is sent to HQ AFPC/DPSR, 550 C Street West, Suite 21, Randolph AFB, TX 78150-4723, within 10 days after receipt of pull lists. |
| 10 | in the ANG, discharged, and does not immediately re-enlist in the ANG | HQ ARPC/DSMP, 6760 E Irvington Place, #4450, Denver, CO 80280-4450 through the Adjutant General of the appropriate State, Puerto Rico, Virgin Islands, Guam, or the District of Columbia within 5 calendar days after event (see notes 1, 3, and 5) | | is sent to NPRC/MPF, 9700 Page Blvd, St Louis, MO 63132-5100 (see note 7). |
| 11 | in the ANG, discharged from the ANG, but does not immediately reenlist and is transferred to ARPC | | | does not require transfer. |

| | | | | |
|----|--|--|---------------------------------|--|
| 12 | in the ANG, discharged, and enlists in the RegAF | HQ AFPC/DPPAOR, 550 C Street West, Suite 10, Randolph AFB, TX 78150-4712 through the Adjutant General of the appropriate State, Puerto Rico, Virgin Islands, Guam, or the District of Columbia within 5 calendar days after event (see notes 1, 4, and 10) | | is sent to HQ AFPC/DPSR, 550 C Street West, Suite 21, Randolph AFB, TX 78150-4723, within 10 days after receipt of pull lists. |
| 13 | in the ANG, discharged, and immediately reenlists in the ANG (same state) | be kept by the servicing MPF as applicable (see note 8) | see Table A3.2. | is kept by custodian. |
| 14 | in the ANG, and discharged to accept a RegAF or ANG appointment, then enters AD or EAD as an officer | HQ AFPC/DPPAOR, 550 C Street West, Suite 10 Randolph AFB, TX 78150-4712 through the Adjutant General of the appropriate State, Puerto Rico, Virgin Islands, Guam, or the District of Columbia within 5 calendar days after event (see notes 1, 4, and 10) | | is sent to HQ AFPC/DPSR, 550 C Street West, Suite 21, Randolph AFB, TX 78150-4723, within 10 days after receipt of pull lists. |
| 15 | in the ANG and discharged to accept an ANG appointment but does not enter EAD as an officer | the gaining MPF 1 day before EDCSA if the individual changes units. If not, no transfer is required (see note 11) | | is kept by custodian and merged with officer MPerRGp. |

| | | | | |
|-----------|---|---|---|--|
| 16 | in the ANG and discharged for the purpose of immediate reenlistment in the ANG of another State | the servicing MPF, as applicable (see note 12) | | does not require transfer. |
| 17 | an officer in ANG and discharged or dismissed | HQ ARPC/DSMP, 6760 E Irvington Place, #4450, Denver, CO 80280-4450 through State Adjutant General within 5 calendar days after event (see note 3) | the servicing MPF before effective date for presentation to officer | is sent to NPRC/MPR, 9700 Page Blvd, St Louis, MO 63132-5100 (see note 6). |
| 18 | in the USAFR Sr ROTC program and does not complete requirements for appointment other than rule 21 | HQ ARPC/DSMP, 6760 E Irvington Place, #4450, Denver, CO 80280-4450 within 5 calendar days of finalization | (nonexistent) | (nonexistent) |
| 19 | in the USAFR Sr ROTC program and is discharged to accept appointment on EAD as an officer | HQ AFPC/DP-PAOR, 550 C Street West, Suite 10, Randolph AFB, TX 78150-4712 with officer appointment package | (nonexistent) | (nonexistent) |
| 20 | in the USAFR Sr ROTC program and is discharged to accept appointment and is granted a delay of entry on EAD | | | . |
| 21 | in the USAFR Sr ROTC program and a contract violator with an active duty service commitment | HQ AFPC/DP-PAOR, 550 C Street West, Suite 10, Randolph AFB, TX 78150-4712 within 5 calendar days of finalization | | |

| | | | | |
|----|--|--|--|--|
| 22 | in the USAFR Sr ROTC program and a contract violator who is recommended for discharge from the USAFR | HQ ARPC/DSMP, 6760 E Irvington Place, #4450 Denver, CO 80280-4450 within 5 calendar days of finalization | | |
|----|--|--|--|--|

NOTES:

1. Manage personal clothing and equipment record group according to AFMAN 23-110.
2. Establish EDCSA according to AFMANs 36-2621 and 36-2622.
3. Forward health record group (medical and dental records) with copy of NGB Form 22 or discharge/transfer order (for Reserve personnel) to the Department of Veterans Affairs, Service Medical Records Center, P.O. Box 150950, St Louis, MO 63115-8960, within 5 workdays after discharge or transfer. File a copy of AF Form 330 transmitting records to the VA in the UPRG.
4. For ANG: send FRGp through appropriate Adjutant General's Office. Also mark envelope and transmit on AF Form 330 (see [Table A5.4](#)).
5. Include one copy of discharge order in FRGp. Forward one copy of NGB Form 22 and one copy of discharge order within 5 calendar days to HQ ARPC/DSMP, 6760 E Irvington Place, #4450, Denver, CO 80280-4450.
6. Forward a copy of reassignment order to HQ ARPC/DSMP.
7. Screen records according to [Attachment 2](#). Consolidate all record components (permanent documents) with MPerRGp. The MPerRGp custodian may keep records for 90 to 120 days to ensure inclusion of late flowing permanent documents. Place DD Forms 256AF, Honorable Discharge, issued by HQ ARPC that are returned as "undeliverable" in the MPerR before shipment of record to NPRC.
8. Send original DD Form 4-1-2 and one copy of reenlistment order to HQ ARPC/DSMP, 6760 E Irvington Place, #4450, Denver, CO 80280-4450, NLT 10 days within effective date.
9. Include one copy of discharge order in the FRGp.
10. Send the UPRG and Health Record Group in one package, each in its respective jacket, to include NGB Form 22, separation order and other related separation documents. Then transmit the entire package through the appropriate Adjutant General's office on AF Form 330.
11. Retain FRGp. Forward one copy of NGB Form 22 and one copy of the discharge order to NGB/DPMO, Andrews AFB, MD 30331-6008 for inclusion in appointment package.
12. The gaining MPF must screen the FRGp immediately on receipt for: NGB Form 22, the administrative order effecting transfer to AFRes, original Standard Form 88 and 89 (old form) or 93, correspondence about the separation, DD Form 1966-1, and permanent documents not required in the FRGp. Staple the documents together with original DD Form 4-1-2, related permanent documents for new enlistment, and place in an envelope marked "MPerRGp Documents-Expedite." Send within 5 calendar days of the RNLTD to HQ ARPC/DSMP, 6760 E Irvington Place, #4450, Denver, CO 80280-4450, for inclusion in the MPerRGp.

Table A6.10. Disposition of Records of an Individual Placed in a Missing Status.

| R | A | B | C | D |
|----------------------|--|--|---|---|
| U L E | If an individual is placed in a missing status and the casualty categories of missing, missing in action (MIA), captured, detained, interned, beleaguered or besieged status while (see note 1) | then the FRGp is | and the OCSRGP or ACRGP is | and the MPer-RGP |
| 1 | serving on EAD | held 7 calendar days and then forwarded to HQ AFPC/DPSRS, 550 C Street West, Suite 21, Randolph AFB, TX 78150-4723 (see notes 2 and 3) | held 30 calendar days and then forwarded to HQ AFPC/DPSRS, 550 C Street West, Suite 21, Randolph AFB, TX 78150-4723 using AF Form 330 | continues to be maintained by HQ AFPC/DPSRS until a change in status requires other action. |
| 2 | in the ANG as an officer not on EAD | held 30 calendar days and then forwarded to HQ ARPC/DSMP, 6760 E Irvington Place, #4450, Denver, CO 80280-4450 (see note 3) | sent to HQ ARPC/DSMP, 6760 E Irvington Place, #4450, Denver, CO 80280-4450 within 30 calendar days after event | continues to be maintained by HQ ARPC/DSMF until a change in status requires other action. |
| 3 | in the USAFR not on EAD | | | |
| 4 | in the ANG as an airman not on EAD | held 30 calendar days and then forwarded to the Adjutant General of the appropriate State, Puerto Rico, Virgin Islands, Guam, and the District of Columbia for submission to HQ ARPC/DSMP, 6760 E Irvington Place, #4450, Denver, CO 80280-4450, to arrive within 20 calendar days | nonexistent | |

NOTES:

- 1.Refer to AFI 36-3002 for definition of missing, missing in action, captured, detained, interned, beleaguered or besieged status.
- 2.Hold the FRGp for an individual placed in a non-hostile missing only status while serving on EAD for 30 calendar days; then send to HQ AFPC/DPSRS2.
- 3.Manage personal clothing and equipment record group according to AFMAN 23-110. Include the health record group and a copy of AF Form 2098 effecting the change in status with the FRGp.

Table A6.11. Disposition of Records - USAF Academy Preparatory School, USAF/US Military

Academy Cadet or Midshipman Selectee, Disenrollee, and Graduates.

| R ULE | A If an indi- vidual | B to attend the | C and indi- vidual is | D then the FRGp is sent by the losing custodian to (see note 1) | E and the MPerRGp |
|------------------------|--|---|--|--|---|
| 1 | in the Regu- lar AF is se- lected | USAF Academy Preparatory School | reassigned PCS | MPF/Customer Service, HQ USAFA, 5163 Eagle Drive, Suite K102, USAF Academy, CO 80840-2608 | does not transfer. |
| 2 | in the USA- FR is select- ed | | ordered onto EAD | | is sent to HQ AFPC/ DPSR, 550 C Street West, Suite 21, Ran- dolph AFB, TX 78150-4723. |
| 3 | in the Regu- lar AF is se- lected | USAF Academy | released from AD | HQ USAFA/DPYQA, 2360 Vandenberg Drive, Suite 3C24, Colorado Springs, CO 80840-8720 (see note 2) | does not transfer. |
| 4 | in the USA- FR is select- ed | | lost from USAFR strength | | |
| 5 | in the Regu- lar AF is se- lected | US Military or Coast Guard Academy | released from AD | MPF/Customer Service, 66MSSQ, 45 Arnold Street, Hanscom AFB MA 01731-2134 (see note 2) | |
| 6 | in the USA- FR is select- ed | | lost from USAFR strength | | |
| 7 | in the Regu- lar AF is se- lected | US Naval Academy | released from AD | MPF/Customer Service, 1100 MSSQ, Bldg 20, Room 321, Bolling AFB, DC 20332-5000 (see note 2) | |
| 8 | in the USA- FR is select- ed | | lost from USAFR strength | | |
| 9 | completes the USAF Academy Preparatory School and is selected | USAF Academy | released from AD | HQ USAFA/DPYQA, 2360 Vandenberg Drive, Suite 3C24, Colorado Springs, CO 80840- 8720 (see note 2) | |

| | | | | | |
|-----------|--|------------------------------------|--|---|---|
| 10 | | US Military or Coast Guard Academy | | MPF/Customer Service, 66MSSQ, 45 Arnold Street, Hanscom AFB MA 01731-2134 (see note 3) | |
| 11 | | US Naval Academy | | MPF/Customer Service, 1100 MSSQ, Bldg 20, Room 321, Bolling AFB, DC 20332-5000 (see note 2) | |
| 12 | is eliminated from the USAF Academy Preparatory School or disenrolled from the Academy Cadet or Midshipman Corps | NA | reassigned | servicing MPF | does not transfer. |
| 13 | | | discharged | HQ AFPC/DPSRS2, 550 C Street West, Suite 21, Randolph AFB, TX 78150-4723 (see note 3) | is sent to NPRC/MPR, 9700 Page Blvd, St Louis, MO 63132-5100. |
| 14 | is eliminated from the USAF Academy Preparatory School | | released from EAD | HQ ARPC/DSMP, 6760 E Irvington Place, #4450, Denver, CO 80280-4450 (see note 3) | is sent to ARPC/DSMF, 6560 E Irvington Place, #4450, Denver, CO 80280-4400. |
| 15 | completes Cadet or Midshipman status | | discharged from Cadet or Midshipman status and is commissioned into the Officer Corps (see note 1) | servicing MPF | is sent to HQ AFPC/DPPAOR, 550 C Street West, Suite 10, Randolph AFB, TX 78150-4712 (see note 4). |

NOTES:

- 1.HQ USAFA/DPYQA prepares a new AF Form 10. The member hand-carries the health record group to new duty station.
- 2.Maintain the FRGp until individual is disenrolled or is commissioned.
- 3.Customer Service (Prep School Eliminees)/DPYQD (disenrolled cadets) screens the UPRG and removes permanent documents according to paragraph [2.11.](#) and [Attachment 2.](#) On completion of the screening process, send permanent documents to the appropriate records custodian.
- 4.When applicable, combine the officer MPerRGp received from HQ USAFA/DPYQA with the enlisted MPerRGp.

Attachment 7

CHANGING RECORDS

Table A7.1. Correcting SSN in Records.

| R | A | B | C |
|----------------------|---|--|---|
| U L E | If a duplicate or erroneous SSN requires verification for a (see note 1) | then MPF, Customer Service, sends an explanatory letter with a copy of member's SSN to (see note 2) | and AFPC or ARPC, when warranted, |
| 1 | person on extended active duty (EAD) | HQ AFPC/DPSRP, 550 C Street West, Suite 19, Randolph AFB, TX 78150-4721 | corrects the MPerR and inputs PTI 499 into PDS (AFMAN 36-2621); sends copy of computer generated RIP to custodians of the Officer Command Selection Record (OCSR), Officer Selection Record (OSR) or Senior NCO Selection Record (NSR) and MPF/Customer Service when applicable, (see note 3) and to interested government agencies (see note 4). |
| 2 | USAFR or ANG airman or officer not on EAD or an airman or officer on USAF Reserve Retired List (awaiting Pay) | HQ ARPC/DSFS, 6760 E Irvington Place, #4200, Denver, CO 80280-4200 | |
| 3 | person on the temporary disability retired list (TDRL) | HQ AFPC/DPSRP, 550 C Street West, Suite 19, Randolph AFB, TX 78150-4721 | prepares AF Form 281; sends copies to HQ AFPC/DPPRY who inputs PTI 499 into PDS and to DPSRS for file in the MPerR. |
| 4 | retired member (other than TDRL) | | prepares AF Form 281; sends copies to HQ AFPC/DPPRY who inputs PTI 499 into PDS; NPRC/MPR, 9700 Page Blvd, St Louis, MO 63132-5100 who change the MPerR and files the AF Form 281 in the MPerR. |

NOTES:

1. Do not correct records of former members unless evidence proves the SSN used while serving with the Air Force was incorrect or erroneously recorded.
2. Members not serviced by an MPF apply directly to the activity specified.

3.MPF, Customer Service coordinates the RIP with custodians of the UPRG, health record group, dental group, individual flight record, personal clothing and equipment record group, security police, education office, driver's licensing office, and the unit of assignment or attachment (reproduce copies if needed).

4.Use the actual AF Form 281 in place of the computer generated AF Form 281, when necessary.

Table A7.2. Evidence Required to Change or Correct Name.

| R ULE | A | B |
|------------------|---|---|
| | If request is to correct name is | then the member must furnish MPF, Customer Service, (see notes 1 and 2) |
| 1 | due to change by court-order, decree, or to comply with local state law | a certified copy of the court order or decree or evidence of compliance with state law regarding changes of name in state where individual is located (see note 3). |
| 2 | as a result of marriage or dissolution of marriage | the original or certified copy of marriage certificate; or final divorce or annulment decree. |
| 3 | by adding or deleting a designation or middle name | a statement giving a legitimate reason for the change, such as death of a father or birth of a son. |
| 4 | at time of naturalization | the naturalization certificate or Department of Justice statement showing correct name (see note 4). |
| 5 | that it was erroneously recorded (see note 5) | a statement of circumstances and the original or certified copy of a public record, birth or baptismal certificate, etc. |

NOTES:

- 1.Members not serviced by a MPF furnish documents directly to the custodian indicated in [Table A7.3.](#), rules 3 through 6.
- 2.If there is reasonable doubt as to whether the evidence submitted will be acceptable to effect a name change with the SSA, the Chief, Customer Support or NCOIC, Customer Service, may require the member to show a SSN card with the new name before authorizing a name change in the military records.
- 3.Refer questions as to compliance with state law to the servicing Staff Judge Advocate of the activity concerned.
- 4.Reproduction of a naturalization certificate is a federal offense under Title 18, U.S.C., 1426, punishable by a severe fine or imprisonment or both.
- 5.Correcting a name that has been transposed, for example, Stanley, Joseph to Joseph, Stanley, or making a minor spelling correction, for example Michael to Micheal, requires only the member's statement.

Table A7.3. Name Changes.

| R ULE | A If member is (see note 1) | B then he or she sub- mits supporting documents (see Ta- ble A7.2.) to (see note 2) | C who | D and on receipt of AF Form 281 (see note 3) |
|------------------------|--|--|---|--|
| 1 | on EAD | the Chief, Customer Support of the MPF (may be delegated to Staff Sergeant and above or GS-5 and above) | inputs PTI 400 to PDS to change name and produce the computer generated RIP; changes the name on the AF Form 10, Unit Personnel Record Group; sends a copy of the AF Form 281 to the OCSR custodian; coordinates the RIP with record keeping organizations; and files the copy of the RIP in UPRG | HQ AFPC/DPSRP reviews AF Form 281 for accuracy and sends a copy to the Federal Bureau of Investigation (FBI), Identification Division, Washington, DC 20537-9700 (see note 4). |
| 2 | in the ANG or USAFR (other than those under rule 4) | | | HQ ARPC/DSFS: changes the MPerR; sends a copy of the RIP to the FBI (see rule 1D) and the MPerR custodian for file (see note 4). |

| | | | | |
|---|--|--|--|---|
| 3 | in the USAFR non-affiliated reserve section (NARS); inactive status reserve section (ISLRS); obligated reserve section (ORS); non-obligated-nonparticipating ready reserve personnel section (NNRPS); or retired reserve | HQ ARPC/DSFS, 6760 E Irvington Place, #4200, Denver, CO 80280-4200 (see note 5) | changes the MPerR; inputs PTI 400 to PDS to change the name and produce the computer generated AF Form 281; sends a copy to the FBI, Identification Division, Washington, DC 20537-9700; files a copy in the MPerR and forwards a copy to the member | |
| 4 | TDRL | HQ AFPC/DPSRP, 550 C Street West, Suite 19, Randolph AFB, TX 78150-4721 (see note 5) | prepares the AF Form 281 and sends 2 copies to: HQ AFPC/DPPRY who inputs PTI 400 to PDS; the FBI, Identification Division; the member and HQ AFPC/DPSRS | DPSRI changes the MPerR and files AF Form 281 in the MPerR. |
| 5 | retired (other than TDRL) | | prepares the AF Form 281 and sends a copy to: HQ AFPC/DPPRY who inputs PTI 400 to PDS; the FBI, Identification Division; the member; and NPRC/MPR, 9700 Page Blvd, St Louis, MO 63132-5100 | NPRC changes MPerR and files AF Form 281 in MPerR. |

| | | | | |
|---|---|--------------------|---|--|
| 6 | contract AFROTC (after enlistment and before commissioning) | AFROTC detach-ment | updates the MPerR; prepares and distributes special orders according to AFI 37-128 sends a copy of the order to (see note 6): AFROTC/RRFP (with PTI 101); the Defense Investigation Service, HQ USAF/AFSCO, and HQ AFPC/DPPAE | |
|---|---|--------------------|---|--|

NOTES:

1. Do not correct records of former members to show name changes occurring after discharge.
2. Member should submit application to the SSA as soon as possible to ensure FICA contributions continue to be credited to member's account.
3. Use the actual AF Form 281 in place of computer generated AF Form 281, when necessary.
4. Send a copy of AF Form 281 to HQ AFLSA/JAEC, Bldg 5683, Washington, DC 20330-6128 for all legal officer name changes.
5. Instruct member to submit SS Form 5 directly to the nearest SSA district office.
6. AFROTC sends copies of special orders to the Federal Bureau of Investigation (see rule 1D). The AFROTC data system generates BRU 400 to update the HAF record.

Table A7.4. Evidence Required to Correct Date and Place of Birth.

| R U L E | A | B | C |
|----------------------------|--|--|--|
| | If request is to correct date and (or) place of birth for | then the member must furnish MPF, Customer Service, (see note 1) | and the Chief, Customer Sup-port (may be delegated to SSgt and above or GS-5 and above) |
| 1 | US citizen born in the United States or one of its possessions | the original or certified copy of birth certificate on file with the office of vital statistics of the state or US possession in which the member was born | verifies the correct date and place of birth, corrects the date of birth (see Table A7.5.), or furnishes a statement verifying place of birth (see Table A7.6.) and returns documents to member. |
| 2 | US citizen born in a foreign country | a certificate or statement verifying the date and place of birth furnished by the US Consular office or the service hospital where the member was born | |
| 3 | naturalized citizen | the original or certified copy of a certificate from the Bureau of Immigration verifying the date and place of birth (see note 2) | |

NOTES:

- 1.Members not serviced by a MPF apply directly to the custodian indicated in [Table A7.5.](#), rules 2 and 3.
- 2.Reproduction of a naturalization certificate is a federal offense under Title 18, U.S.C., Section 1426, punishable by a severe fine or imprisonment or both.

Table A7.5. Correction of Date of Birth.

| R U L E | A | B | C | D |
|------------------|---|---|---|---|
| | If member requesting correction is | then the member submits evidence required in Table A7.4. to | who (see note 1) | and on receipt of AF Form 281 |
| 1 | on EAD | the MPF Chief, Customer Support (may be delegated to SSgt and above) | updates the PDS to correct the date of birth, produces a computer generated RIP, and distributes copies to: the unit of assignment, the UPRG custodian, and other record keeping custodians for correction of their records | HQ AFPC/DPSRP reviews the RIP for accuracy and sends a copy to the FBI, Identification Division, Washington, DC 20537-9700. |
| 2 | in the ANG or USAFR (other than rule 3) | | | HQ ARPC/DSFS: changes the MPerR and sends a copy of the RIP to the FBI (see rule 1D) and MPerR custodian for processing and file. |
| 3 | in the USAFR non-affiliated reserve section (NARS), inactive status list reserve section (ISLRS), obligated reserve section (ORS), nonobligated nonparticipating ready personnel section (NNRPS); retired reserve (other than rule 4) | | | |
| 4 | on TDRL | HQ AFPC/DPSRP, 550 C Street West, Suite 19, Randolph AFB, TX 78150-4721 | prepares AF Form 281 and sends copies to: HQ AFPC/DPPRY who corrects the PDS; DPSRS and the member (see note 2) | DPSRI changes the MPerR and files the AF Form 281 in MPerR. |

| | | | | |
|---|------------------------------------|--|---|--|
| 5 | retired with pay (other than TDRL) | | prepares AF Form 281, sends copies to: HQ AFPC/DPPRY who corrects the PDS, the FBI, Identification Division, Washington, DC 20357-9700; the member and NPRC/MPF 9700 Page Blvd, St Louis, MO 63132-5100 | NPRC changes the MPerR and files the AF Form 281 in the MPerR. |
|---|------------------------------------|--|---|--|

NOTES:

- 1.The MPF or MPerR custodian advises members to take completed SS Forms 5 and supporting documents to the nearest district office for correction of its records.
- 2.Use the actual AF Form 281 in place of computer generated AF Form 281, when necessary.

Table A7.6. Correction of Place of Birth.

| R U L E | A | B | C | D |
|----------------------------|--|--|--|--|
| | If member is | then the | and when correc- tion is warranted (see notes 1 and 2) | and the servicing MPF, Customer Ser- vice, |
| 1 | an officer or airman on EAD | MPF, Customer Service, forwards the request to HQ AFPC/ DPSRP, 550 C Street West, Suite 19, Randolph AFB, TX 787150-4721 | AFPC prepares AF Form 281, files the original in the MPerR and distributes copies to MPF, Customer Service, the OCSR custodian, the FBI, Identification Division, Washington, DC 20537-9700 | on receipt of the authenticated AF Form 281, updates PDS, distributes a copy to unit of assignment, the UPRG custodian, the dental record, the clothing and equipment record group custodians, the driver's licensing office, and security police for necessary correction of their records. |
| 2 | an officer or airman in retired pay or TDRL status | member forwards documentation as required by Table A7.4. to address shown in rule 1B | AFPC corrects the MPerR, prepares AF Form 281, files the original in the MPerR and distributes a copy to HQ AFPC/DPPRY who updates the PDS | |
| 3 | a USAFR or ANG officer or airman (see note 2) | MPF, Customer Service, forwards the request to HQ ARPC/ DSFA, 6760 E Irvington Place, #4100, Denver, CO 80280-4100 | ARPC updates the PDS, prepares AF Form 281, updates the MPerR, files the original in the MPerR, and distributes copies to MPF, Customer Service, or the individual (if assigned to PAS S7XXXXXX), the OCSR custodian, and the FBI, Identification Division, Washington, DC 20537-9700 (see note 3) | on receipt of the authenticated AF Form 281: distributes copies to the UPRG custodian, the health record group, the dental record, and clothing and equipment record group custodians for necessary correction of their records. |

NOTES:

- 1.The MPF or MPerR custodian advises members to take completed SS Forms 5 and supporting documents to the nearest SSA district office for correction of their records.
- 2.USAFR members assigned to ORS, NARS, NNRPS, ISLRS, or Retired Reserve forward requests to ARPC/DSFI.
- 3.Place of birth of USAFR members is not updated in the PDS, except for AFROTC projected officer gains (Record Status 66); these are updated by Air University.

Table A7.7. Changing Citizenship Status.

| R | A | B | C | D |
|----------------------|--|--|--|---|
| U L E | If member requesting correction is | then the member must furnish MPF, Customer Service, | and MPF, Customer Service, | and when correction is warranted the MPerR custodian corrects the MPerR, prepares AF Form 281, files the original in the MPerR and distributes other copies to |
| 1 | an officer on EAD | a certificate of naturalization or citizenship, or a US citizenship ID card (I-197), issued by the Immigration and Naturalization Service (see note 1) | furnishes a statement verifying that member has become a citizen of the US to the MPerR custodian (HQ AFPC/DPSRP, 550 C Street West, Suite 19, Randolph AFB, TX 78150-4721 or HQ ARPC/DSFA, 6760 E Irvington Place, #4100, Denver, CO 80280-4100) and returns supporting documents to the member. (The certificate number and file number are included in the statement) | MPF, Customer Service, and the FBI, Identification Division, Washington, DC 20537-9700. |
| 2 | a USAFR or ANG officer not on EAD (see note 2) | | | |
| 3 | enlisted (see notes 2 and 3) | | makes administrative correction to DD Form 1966 in the UPRG following instructions in AFI 36-2002 in item 23, lines through entries no longer applicable and adds certificate number in item 23d; initials and has member initial all changes made in item 37, annotates "Citizenship data changed on (date)" and signs; follows update procedures in AFMAN 36-2622 | |

NOTES:

- 1.Reproduction of naturalization or citizenship certificate is a federal offense under Title 18, U.S.C., 1426, punishable by a severe fine or imprisonment or both.
- 2.USAFR members assigned to ORS, NNRPS, ISLRS, or Retired Reserve apply to ARPC.
- 3.If enlisted member does not have DD Form 1966 on file in the UPRG, file a statement signed by the verifying official indicating the date of change and naturalization certificate number.

Attachment 8

ACCESSING RECORDS

Table A8.1. Who is Authorized Routine Access to MPerRs.

| R U L E | A | B | C |
|----------------------------|--|--|--|
| | If user is assigned to the office of | then access is | for the record components shown |
| 1 | Secretary of Defense, Deputy Secretary of Defense, Joint Chiefs of Staff, Secretary of the Air Force, Chief of Staff of the Air Force, Vice Chief of Staff of the Air Force, HQ USAF/ Deputy Chief of Staff for Personnel or HQ AFPC | unrestricted | MPerRs: all components, all grades. |
| 2 | HQ USAF/DCSs and equivalent level staff offices | authorized for purposes of procurement, education and training, classification, assignment, promotion, investigations and security, medical history, career status, separation and retirement, casualty, compensation, sustainment, inter component transfer | MPerRs: AB through CMSgt; for 2d Lt through Lt Col, selection record only (see note 1). |
| 3 | | authorized for purposes of individual assignment action, selection action or review boards convened at HQ USAF | Col and Col-selectee selection records (see note 2); general officer selection records (see note 3). |
| 4 | Assistant Chief Of Staff, Intelligence | authorized when required for special security investigations. | MPerRs, all components, all grades (see notes 2 and 3). |
| 5 | SAF/IG or AFOSI | authorized when required to conduct official inspections and investigations | |
| 6 | Selection Board Secretariat | authorized when required for promotion boards | Col selection records (see note 1); general officer selection records (see note 3). |

| | | | |
|----|--|---|---|
| 7 | HQ USAF Recruiting Service (HQ USAFRS) | authorized when needed to answer: congressional inquiries, civilian source inquiries, complaints, command interest reports, or other high-level inquiries regarding contractual obligations | MPerRs: AB through CMSgt; for 2d Lt through Lt Col (selection record only); for general officers, Cols and Col-selectees (see notes 2 and 3). |
| 8 | MAJCOM DCS/Personnel | authorized when needed to make personnel management decisions on members assigned to or projected for assignment to the respective command (see note 4) | |
| 9 | Headquarters Air Force Reserve, Robins AFB GA | authorized for the purpose of evaluating applicants for the Air Reserve Technician Program | MPerRs: AB through CMSgt; for 2d Lt through Lt Col (selection record only); for general officers, Cols and Col-selectees (see notes 2 and 3). |
| 10 | ARPC | authorized to make personnel management decisions on members assigned to the Air Force Reserve | |
| 11 | National Guard Bureau, Senior Officer Management Branch (NGB/DPG); National Guard Bureau, Special Actions Branch (NGB/DPE) and Military Personnel Management Branch (NGB/DPMM) | authorized to make personnel management decisions on members assigned to or projected for assignment to the Air National Guard | |
| 12 | US Army, Navy, Marine Corps and Coast Guard | authorized for the purpose of processing an interservice transfer | |

NOTES:

1. Specific justification is required if other than the selection record fiche is requested.
2. Access to Col MPerRs, EAD and non-EAD, requires the approval of AF/DPO and ARPC/DSM, respectively.
3. Access to general officer MPerRs requires the approval of AFGOMO.

4. Requests for MPerRs on personnel not assigned to nor projected for assignment to the user's command must be forwarded to HQ AFPC/DPSRP for processing.

Table A8.2. How to Request MPerRs.

| R U L E | A | B | C | D | E |
|----------------------------|-----------------------------------|--------------------------------|--------------------------------------|---|---|
| | If record custodian is | and record component is | | then request procedures are | |
| | | Paper | Microfiche- rOptical Disk | Routine Send a completed AF Form 652 to: (see note 1) | Emergency Call DSN or Commercial |
| 1 | HQ AFPC/ DPPBR | X | N/A | HQ AFPC/ DPPBR 550 C Street West, Suite 5, Randol- ph AFB, TX 78150-4707 (see note 2) | 487-2998 or (210) 652-2998. |
| 2 | HQ AFPC/ DPSRI | N/A | X | (see note 3) | 487-6860 or (210)652-6860. |
| 3 | HQ AFPC/ DPSRS2 | X | X | HQ AFPC/ DPSRS2, 550 C Street West, Suite 21, Ran- dolph AFB, TX 78150-4723 | 487-3852 or (210) 652-3852. |
| 4 | HQ USAF/ DPO | X | N/A | HQ USAF/ DPO, 1040 Air Force Penta- gon, Suite 5C431, Wash- ington, DC 20330-1040 | 223-8496. |
| 5 | ARPC | X | | (see note 2). | N/A |
| 6 | | | X | ARPC/DSMF, 6760 E Irving- ton Place, #4000 Denver, CO 80280-4400 | 926-4934 or (303) 370-4934. |
| 7 | NPRC | X | X | NPRC/MPR, 9700 Page Blvd, St Louis, MO 63132-5100 | (314) 538-7243. |

| | | | | | |
|----------|--------|---|-----|--|------------------------------------|
| 8 | AFGOMO | X | N/A | AFGOMO, 1040 Air Force Pentagon, Suite 4E212, Wash- ington, DC 20330-1040 | 224-4678 or (202) 694-4678. |
| 9 | USAFA | X | N/A | USAFA/ DPYQA, 2360 Vandenberg Drive, Suite 3c24, USAF Academy, CO 80840-8720 | 259-2082 or (719) 472- 2082. |

NOTES:

- 1.HQ AFPC/DPSRP, 550 C Street West, Suite 19, Randolph AFB, TX 78150-4721 stocks and maintains AF Form 652.
- 2.These records are generally not loaned outside of AFPC or ARPC unless authorized by HQ AFPC/CC or CV, or ARPC/CC or CV, respectively. AFPC users should refer to AFPCI 36-2; ARPC users should refer to ARPCR 45-15.
- 3.Officers should request microfiche records via PERSTRANS.

Table A8.3. User Standard Access to MPerFs By Personnel Activities (see note 1).

| RULE | A | B | C | D | | |
|------|---|--|---|----------------------|--|-------------------|
| | If user level is | then access is standard for MPerFs of | in the grades | in the formats shown | | |
| | | | | SURF | ATLAS | PERSTRANS |
| 1 | SAF or HQ USAF | all personnel | all grades | Yes | Yes | Yes (see note 2). |
| 2 | Air National Guard Bureau | personnel assigned or projected to be assigned to the Air National Guard and Guard members serving on extended active duty or on statutory tours | | | Yes (see note 3) | |
| 3 | Guard State Headquarters | personnel assigned, projected to be assigned to the Air National Guard within the respective state | | | No. | |
| 4 | Major Command (MAJCOM) or Separate Operating Agency (SOA) | personnel assigned, projected to be assigned, TDY, or otherwise serviced (see notes 4 and 5) | | | of airman basic through chief master sergeant, second lieutenant through lieutenant colonel, and civilian (see note 6) | Yes (see note 7) |
| 5 | Numbered Air Force (NAF) | personnel assigned or projected to be assigned, to NAF | of airman basic through chief master sergeant (Active only); second lieutenant through lieutenant colonel (Active only); and civilian (see notes 6 and 8) | Yes (see note 9) | Yes (see notes 3 & 9) | No (see note 9). |

| | | | | | |
|---|-------------------|--|-----|----|--------------------|
| 6 | MPF (see note 10) | of airman basic through chief master sergeant and second lieutenant through lieutenant colonel | Yes | No | Yes (see note 11). |
|---|-------------------|--|-----|----|--------------------|

NOTES:

1. Personnel functions receive access as shown, if justified. Other organizations should request support through the Director of Personnel (DP) channels.
2. PERSTRANS access is granted when approved by the OPR for the data.
3. ATLAS access is not restricted to the files of specific grades. Requests for nonstandard ATLAS access must be submitted in writing, to include justification, to: HQ AFPC/DPDXS, 550 C Street West, Suite 24, Randolph AFB, TX 78150-4726. A one-time approval (valid until a change is made to the stored retrieval) can be authorized, in some cases, by inquiry number. Special one-time requests for access can be granted by AFPC resource managers or OPRs for the data.
4. Requests for access to another MAJCOM's files must be submitted in writing, to include justification and written approval of the MAJCOM that owns the files, to: HQ AFPC/DPDXS, 550 C Street West, Suite 24, Randolph AFB, TX 78150-4726.
5. The term "TDY" for purposes of this table refers only to personnel TDY for deployment or technical training.
6. MAJCOM DPOs control access to the MPerFs of senior officers (colonels and above) assigned to their commands.
7. MAJCOM assignment (DPR) functional managers have worldwide access to BA517R, BA517S and APDP for grades 2d Lt through Lt Col and to AAD001, AAD008, AAD012, AAD028 and SURF formats for grades AB through CMSgt. MAJCOM senior officer assignments functional managers have worldwide access to BA517R and BA517S SURF formats for grades 2d Lt through colonel.
8. Reserve NAFs do not have access to active duty files or to civilian files. PERSTRANS is limited to the Manday Accounting System.
9. The MAJCOM determines the organizational level designated to support NAF commanders, and approves/disapproves access to records of personnel assigned to the NAF.
10. Active duty MPFs have access to active and Reserve (IMA) files only; Reserve MPFs have access to Reserve files only; Guard MPFs have access to Guard files only.
11. MPFs have HO3 and HLP Personnel Transaction Identifiers (PTI) for the appropriate files.